**US Army Corps
of Engineers**

*TIMEKEEPER
USERS GUIDE*

2nd Draft

1 JUN 98

CEFMS

Corps of Engineers Financial Management System

TIMEKEEPER

USERS GUIDE

Corps of Engineers Financial Management System
(CEFMS)
Users Manual
(UM)

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

LIST OF APPENDICES

TIMEKEEPER USERS GUIDE

TABLE OF CONTENTS (Cont.)

TIMEKEEPER USERS GUIDE

Section 1.0   **OVERVIEW**

The time, attendance and labor module of the Corps of Engineers Financial Management System (CEFMS) provides data collection for the Defense Civilian Payroll System (DCPS) and CEFMS labor processing from a single source of input. DCPS is the standard civilian payroll system for Department of Defense (DoD) employees.

Under the DCPS concept of operations, time and attendance may be directly entered into the DCPS database or collected by an approved Source Data Automation (SDA) system and transmitted each pay period to a designated payroll site for processing. The SDA method was approved for the Corps of Engineers (COE) by the Defense Finance and Accounting Service (DFAS).

DFAS operates three civilian pay centers known as operating locations (OPLOCs). The OPLOCs at Denver and Charleston currently service pay accounts for the COE.

Key individuals at each of the employing agencies are the customer service represent-atives (CSRs). The CSR, with on-line access to the DCPS database, is able to input employee-related data and perform queries which answer many of the day-to-day pay and leave questions.

Section 2.0   **DCPS PROCESSING REQUIREMENTS**

DFAS payroll centers receive employee information from hundreds of civilian personnel offices around the world. As an employee's entitlement to pay is based solely on information contained in his or her official personnel record, it is imperative that data be received timely and accurately. Information is downloaded to DCPS nightly from the Defense Civilian Personnel Data System (DCPDS) formerly known as the Army Civilian Personnel System (ACPERS). In addition to pay entitlements, the work location of an employee is determined from data received from the personnel system. Employees are assigned to organizations within an employing activity. These entities are identified as follows:

> ACTIVITY - UNIT IDENTIFICATION CODE (UIC) - The Activity - UIC is a six position alphanumeric field which identifies the employing activity.

> ORGANIZATION - Organization is a seven position alphanumeric field which identifies a more defined group within the employing activity.

> EMPLOYEE - An employee is assigned to a specific organization within the employing activity.

Corps activities have been assigned both a civil and military UIC code. Employees are assigned to a UIC depending on the manpower position they occupy. Recorded in DCPDS, the UIC denotes this employing activity's military or civil identification. Often an employee has an employing activity different from their work location. An alternate UIC code is assigned to identify the actual work location under these circumstances. For example, DA interns, officially assigned to a student detachment in Virginia, have a UIC of W4CMAA. An alternate UIC code is then assigned to identify the activity where the intern is physically working. The intern's personnel record will reflect both UIC codes.

The organization code to which an employee is officially assigned is also recorded in DCPDS. This seven position code identifies a specific organization within an employing activity. Since the organization code flows from DCPDS to DCPS and CEFMS, it is important that the organization code be properly reflected in the personnel records.

Section 3.0   **TIME AND ATTENDANCE CODES**

This section provides a brief description of the standard time and attendance codes used by DCPS and throughout CEFMS.

Graded/Ungraded Code

DCPS classifies employees as either graded (per annum) employees or ungraded (wage grade) employees. The codes to identify these categories are "G" and "U". The graded/ungraded identification is determined by the employee's pay plan. Pay plans beginning with "W" or "X" apply to ungraded employees. All other pay plans are associated with graded employees.

Hour Types

The hour type code is a two position field which identifies the classification of hour(s) reported for an employee. See Appendix A for a quick reference listing of hour type codes. An expanded reference containing definitions immediately follows the quick reference listing.

Shift Codes

Valid shift codes are 0, 1, 2, 3 and 4. Shift code 0 is reserved for use by graded employees while codes 1, 2, 3 are used only by ungraded employees. Shift code 4, normally used for rotating shift employees (ungraded) to identify a regular day off (RDO), is also used with military or traumatic leave (graded and ungraded employees) to track leave falling on the employees' RDO. The system default is 0 for graded employees and 1 for ungraded employees. Shift codes are listed in Appendix B.

(1)   Although power plant employees regularly perform shift work, DCPS requires that only shift code 1 be used as no shift differential is paid. The hours type field will reflect the appropriate shift worked, i.e., RF, RS, RT.

(2)   Graded employees eligible for OCONUS entitlements to include a Cost of Living Allowance (COLA) may use other predesignated codes in the shift code field for labor costing purposes. These codes are converted to shift code 0 prior to the payroll transmission to DFAS. In CEFMS, the default for OCONUS employees is the entitlement code contained in the employee's record (Screen 10.47). Overtime, however, is an exception. The default for overtime is shift code 0.

Work Schedule Codes

Appendix B lists work schedule codes and a short title. A work schedule code, as reflected on Standard Form 50, indicates an employee's full-time, part-time or intermittent status.

Alternate Work Schedule (AWS)

Employees authorized to work other than a standard eight-hour day, five day, 40 hour week are assigned to an official AWS. The AWS code identifies which alternate schedule (if any) the employee may work. Time and attendance recorded in CEFMS must agree with the employee's authorized work schedule in DCPS or the transaction is rejected. Appendix C lists AWS codes in the quick reference section along with a time and hour matrix. AWS code definitions may be found in the expanded reference section immediately following the quick reference listing.

Time & Attendance (T&A) Status Codes

The T&A status codes identify an employee's pay status in DCPS. Valid codes are "A" - Active Employee, "P" - Pending Separation, and "X" - Deceased. To change an employee's status code, use Screen 17.4.1, Employee Work Day. The effective date of a change to status "P" or "X" is the actual date of separation or date of death. T&A status codes are listed in Appendix B.

Employee Type Codes

Employee type codes are used within DCPS to identify categories of employees requiring special handling in the pay system. Examples are consultants or fire protection personnel. The employee type code is "R" for regular graded and ungraded employees with no special pay requirements. Appendix B contains a complete list of employee type codes.

Section 4.0   **TIME AND ATTENDANCE**

OVERVIEW   _____

This section presents instructions for completing predetermined work schedules. Work schedules may be established in CEFMS at the organizational or employee level. Rotating work schedules may also be utilized when scheduled changes occur in a repeated pattern. Current and prior pay period data entry is discussed in addition to the execution of time, attendance and labor reports. The three modules comprising this section include:

        1)   Work Schedules

        2)   Data Entry

        3)   Reports.

4.1   **WORK SCHEDULES**

INTRODUCTION

DCPS work schedules were designed to build a template for each new pay period and to edit time and attendance data. Each organization within an employing activity must have a default work schedule in the DCPS database. The initial schedule is eight hours per day, Monday through Friday, unless otherwise identified. The CSR may modify a default schedule by inputting necessary changes directly into DCPS. Within CEFMS, the Organization Tour of Duty (Screen 17.5) was developed to likewise, forecast time and attendance and edit data. Care should be taken to ensure CEFMS and DCPS work schedules are identical. Changes made by timekeepers to the CEFMS organizational schedule must *also* be entered in DCPS by the CSR.

Employees working a different schedule from the organizational default require an individual or employee work schedule. This is created in CEFMS by completing Employee Tour of Duty (Screen 17.6.1) and Employee Work Day (Screen 17.4.1). Data is transmitted electronically to DCPS each pay period. Therefore, changes to an employee's tour of duty (TOD) information need only be made in CEFMS.

Another type of work schedule is the rotating schedule. The Rotating Tour of Duty (Screen 17.2.1) is designed for employees who rotate through a number of set work schedules over several pay periods. A rotating schedule eliminates the need to change work schedules each pay period.

SCREENS

Organization Default Work Schedule
        (Screen 17.5)

Employee Tour of Duty
        (Screen 17.6.1)

Employee Work Day
(Screen 17.4.1)

Rotating Tour of Duty
(Screen 17.2.1)

4.1.1   **ORGANIZATION TOUR OF DUTY**

SCREENS

Organization Default Work Schedule
       (Screen 17.5)

PURPOSE

This screen permits a default work schedule to be established for an organization. The default schedule should apply to the majority of graded or ungraded employees within a UIC/organization code combination. Within CEFMS the organizational work schedule eliminates the need to complete an individual schedule for each assigned employee. An organizational work schedule should be created for each group of graded or ungraded employees assigned to each UIC/organization code combination at the employing activity.

HOW TO
GET THERE

From the Main Menu, select:

Financial Management Functions
   Financial Management
      Labor/Payroll
         Timekeeper Functions
            Organizational Tour of Duty

                    or

Enter screen number 17.5.

- Organizational TOD records are <u>not</u> electronically trans-
  mitted to DCPS. Changes in the default work schedule
  must also be entered directly into DCPS by the CSR.
  Therefore, caution must be exercised to ensure data in
  CEFMS matches data stored in DCPS.

- An organization default record is required for each
  UIC/organization code combination.

- An organization default work schedule is required for each
  group of graded and ungraded employees within the same
  UIC/organization code combination.

```
┌─ v2.1.8 ──────── ORGANIZATION DEFAULT WORK SCHEDULE ──────── 17.5 ─┐
│                         GRADED/                          DATE         │
│   ORGANIZATION          UNGRADED          UIC CODE     EFFECTIVE      │
│    M280000                 G              W2SU02       21-JAN-1996     │
│                                                                       │
│  AWS  WK  SUN      MON       TUE      WED      THUR      FRI     SAT   │
│   0   1  [    ][ ] [ 8.00 0] [ 8.00 0] [ 8.00 0] [ 8.00 0] [ 8.00 0] [    ][ ] │
│                                                                       │
│       2  [    ][ ] [ 8.00 0] [ 8.00 0] [ 8.00 0] [ 8.00 0] [ 8.00 0] [    ][ ] │
│                                                                       │
│  CHARGE CODE    [      ]                                              │
│                                                                       │
│  ──── <F2> Query ──────── <END> Commit ──────── <F10> Exit ────       │
└───────────────────────────────────────────────────────────────────────┘
Enter the ORGANIZATION  CODE
Count: *1                                              <List><Replace>
Exit: ALT-F10
```

ORGANIZATION	Required. Enter organization code or press F4 for list.

GRADED/
UNGRADED

Required. Enter a "G" to identify
graded employees or a "U" for
ungraded employees.

UIC CODE

Required. Enter the appropriate
military, civil, or alternate UIC code for
this organization or press F4 for list.
Alternate UIC codes are assigned to
DA interns and individuals working at
locations different from that of their
employing activity.

DATE
EFFECTIVE

Required. Enter the calendar date on
which the work schedule becomes
effective. Date must be the beginning
of the current or future pay period.
Press F4 for a list of valid dates.

AWS CODE

Required. Enter a default AWS code
for this organization. Press F4 for a list
of valid codes. Refer to Appendix C for
AWS code definitions.

WK1

Required. Enter the number of hours
each day that the majority of the
employees within this UIC/organization
code combination are scheduled to
work. Shift code is required for
ungraded employees.

WK2

Required. Enter the number of hours
each day that the majority of the
employees within this UIC/organization
code combination are scheduled to
work. Shift code is required for
ungraded employees.

CHARGE CODE

Optional. Enter the default charge
code for this UIC/organization code
combination or press F4 for list. If
forecasted T&A data is not desired,
leave charge code field blank. (This
field may be updated by querying an

existing record and changing the
charge code when necessary.)

**WHAT TO
DO NEXT**

Press <End> to save.

4.1.2   **EMPLOYEE TOUR OF DUTY**

SCREENS
_____

Employee Tour of Duty
      (Screen 17.6.1)

PURPOSE
_____

This screen allows an individual work schedule to be established. An employee TOD record must be created for all part-time employees and employees with work schedules different from the default (organizational) schedule. When no individual work schedule exists, the organizational schedule will apply.

HOW TO
GET THERE
               _____
               ____

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Employee Tour of Duty

                      or

Enter screen number 17.6.1.

TIPS

- A TOD record is required for all part-time employees. Part-time employees may work any of the AWS codes available to full-time employees.

- Intermittent employees do not have a TOD record.

- Changes to TOD records are transmitted to DCPS each pay period.

- Employee TOD records require at least one employee work day record. See section 4.1.3 for more information on employee work day records.

```
─ v2.1.18 ─────────── EMPLOYEE TOUR OF DUTY ─────────── 17.6.1 ─
                                          GRADED/      DATE        AWS
      EMPLOYEE ID    NAME                  UNGRADED   EFFECTIVE    CODE
       MIKEM8888     MIKESELL, MATHEW         G       15-FEB-1998    0

              SUN      MON      TUE      WED      THU      FRI      SAT
WEEK 1                 8.00     8.00     8.00     8.00     8.00             SUN
 SHIFT                 0        0        0                                  IND
  N/D                                                                       N

              SUN      MON      TUE      WED      THU      FRI      SAT
WEEK 2                 8.00     8.00     8.00     8.00     8.00             SUN
 SHIFT                 0        0        0                                  IND
  N/D                                                                       N

     ─ <F2> Query ────── <END> Commit ────── <F10> Exit ─

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                              <List><Replace>
Exit: ALT-F10
```

FIELDS

EMPLOYEE ID   Required. Enter employee's identification (ID) number or press F4 for list.

	System displays name and graded/ungraded status code.
DATE EFFECTIVE	Required. Enter the date on which the schedule becomes effective. This will normally be the beginning of a pay period. For new employees use the effective date of the personnel action. Press F4 for a list of valid pay period dates.
AWS CODE	Required. Enter the alternate work schedule code for this employee. Press F4 for a list of valid codes. Reference Appendix C for AWS Code definitions .
WEEK 1	Required. Enter the number of hours the employee is regularly scheduled to work each day during the first week of the pay period.
SHIFT	Required for ungraded employees only. Enter the shift code for each scheduled day. System automatically populates shift 1 for power plant employees and 0 for graded employees.
N/D	Optional. Enter the number of hours after 1800 a graded employee is <u>scheduled</u> to work each day during his/her normal TOD. Do <u>not</u> enter any night differential hours which may apply to scheduled overtime. Ungraded employees are <u>not</u> eligible for night differential hours.
SUN IND	Required. Enter "Y" to indicate the employee is eligible to receive Sunday premium pay for Saturday work which

extends into Sunday. Ungraded employees with the exception of power plant workers must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours.

WEEK 2   Required. Enter the number of hours the employee is regularly scheduled to work each day during the second week of the pay period.

SHIFT   Required for ungraded employees only. Enter the shift code for each scheduled day. System automatically populates shift 1 for power plant employees and 0 for graded employees.

N/D   Optional. Enter the number of hours after 1800 a graded employee is <u>scheduled</u> to work each day. Do <u>not</u> enter any night differential hours which may apply to scheduled overtime. Ungraded employees are <u>not</u> eligible for night differential hours.

SUN IND   Required. Enter "Y" to indicate the employee is eligible to receive Sunday premium pay for Saturday work which extends into Sunday. Ungraded employees with the exception of power plant workers must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours.

**WHAT TO
DO NEXT**

Press <End> to save.

At this point CEFMS performs a check to ensure an Employee Work Day exists for this employee. If a record is present, the Employee Tour of Duty transaction is committed to the database. If a record is <u>not</u> present, the following message is displayed: **Please add (employee id) to EMPLOYEE WORK DAY, using the following form...**

Acknowledge message by pressing the enter key.

A partially completed Screen 17.4.1 is then displayed.

Enter charge code if desired, otherwise, leave this field blank if employee typically charges to many different codes. Press <End> to save the Employee Work Day information.

Press F10 to return to screen 17.6.1. Press <End> again to save the Employee Tour of Duty data.

Example: **Employee TOD for New Employee**

```
─ v2.1.18 ──────────────── EMPLOYEE TOUR OF DUTY ─────────── 17.6.1 ──
                                         GRADED/      DATE          AWS
 EMPLOYEE ID   NAME                      UNGRADED   EFFECTIVE      CODE
 BURKJ1111     BURKE, JOSEPH S              G       22-FEB-1998     0


            SUN      MON      TUE      WED      THU      FRI      SAT
                    8.00     8.00     8.00     8.00     8.00
 WEEK 1     C        C        C        C        C        C        C       SUN
  SHIFT              0        0        0        0        0                 IND
   N/D                                                                     N


            SUN      MON      TUE      WED      THU      FRI      SAT
                    8.00     8.00     8.00     8.00     8.00
 WEEK 2     C        C        C        C        C        C        C       SUN
  SHIFT              0        0        0        0        0                 IND
   N/D                                                                     N


        ── <F2> Query ──────── <END> Commit ──────── <F10> Exit ──


 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *1                                              <List><Replace>
 Exit: ALT-F10
```

The employee's first day of duty is the second Monday of the pay period. The effective date of his personnel action is Sunday, 22 Feb 98 which is entered as the effective date of the work schedule. The work schedule is completed for an entire pay period. Time and attendance edits will not be performed for week one. A new schedule is not required for the next pay period when an employee works his first full pay period.

> NOTE: Complete the employee TOD record before entering any data on screen 17.4.1 Employee Work Day.

Example: **AWS Code "0" - No AWS - F/T Employee**

```
 — v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ——————— 17.6.1 —
                                          GRADED/      DATE        AWS
  EMPLOYEE ID   NAME                      UNGRADED   EFFECTIVE    CODE
  │MIKEM8888│   │MIKESELL, MATHEW               │      G       │15-FEB-1998│   0

             SUN      MON      TUE      WED      THU      FRI      SAT
                     8.00     8.00     8.00     8.00     8.00              SUN
  WEEK 1                                                                    IND
  SHIFT                 0        0        0        0        0
   N/D                                                                      N

             SUN      MON      TUE      WED      THU      FRI      SAT
                     8.00     8.00     8.00     8.00     8.00              SUN
  WEEK 2                                                                    IND
  SHIFT                 0        0        0        0        0
   N/D                                                                      N

       —— <F2> Query ——————— <END> Commit ——————— <F10> Exit ——


  Enter value for EMPLOYEE IDENTIFICATION NUMBER     <F4> = List
  Count: *1                                                 <List><Replace>
  Exit: ALT-F10
```

The employee has a standard schedule consisting of 8 hour days, 40 hour weeks and 80 hours per pay period. AWS code "0" also applies to all fire protection personnel with 112, 120 or 144 hour schedules. No credit hours are authorized.

Example: **AWS Code "1" - Flexitour - F/T Employee**

```
— v2.1.18 ———————— EMPLOYEE TOUR OF DUTY ————————— 17.6.1 —
                                      GRADED/      DATE       AWS
  EMPLOYEE ID   NAME                  UNGRADED   EFFECTIVE    CODE
  SPAIF2222     SPAINHOUR, FRANCIS M     G       15-FEB-1998   1


             SUN     MON     TUE     WED     THU     FRI     SAT
                     8.00    8.00    8.00    8.00    8.00            SUN
  WEEK 1   ⊏     ⊏    ⊏       ⊏       ⊏       ⊏       ⊏      ⊏       IND
  SHIFT          0       0       0       0       0
    N/D                                                              N


             SUN     MON     TUE     WED     THU     FRI     SAT
                     8.00    8.00    8.00    8.00    8.00            SUN
  WEEK 2   ⊏     ⊏    ⊏       ⊏       ⊏       ⊏       ⊏      ⊏       IND
  SHIFT          0       0       0       0       0
    N/D                                                              N


         ——— <F2> Query ——————— <END> Commit ——————— <F10> Exit ———



  Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
  Count: *1                                               <List><Replace>
  Exit: ALT-F10
```

The employee has a schedule consisting of 8 hour days, 40 hour weeks and 80 hours biweekly. Fixed arrival and departure times have been established. Credit hours may be authorized with this schedule.

TIMEKEEPER USERS GUIDE

Example: **AWS Code "2" - Gliding Schedule - F/T Employee**

```
┌─ v2.1.18 ──────────────── EMPLOYEE TOUR OF DUTY ──────────── 17.6.1 ─┐
│                                           GRADED/      DATE        AWS │
│  EMPLOYEE ID   NAME                        UNGRADED    EFFECTIVE   CODE│
│  BUSHG3333     BUSHMAN, GEORGE                G        15-FEB-1998  2  │
│                                                                        │
│            SUN      MON      TUE      WED      THU      FRI      SAT    │
│  WEEK 1           8.00     8.00     8.00     8.00     8.00              SUN
│  SHIFT            0        0        0        0        0                 IND
│  N/D                                                                   N
│                                                                        │
│            SUN      MON      TUE      WED      THU      FRI      SAT    │
│  WEEK 2           8.00     8.00     8.00     8.00     8.00              SUN
│  SHIFT            0        0        0        0        0                 IND
│  N/D                                                                   N
│                                                                        │
│       <F2> Query ──────── <END> Commit ──────── <F10> Exit ──────      │
└────────────────────────────────────────────────────────────────────────┘

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                              <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of 8 hour days, 40 hour weeks and 80 hours per pay period. Arrival and departure times may vary without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "3" - Variable Day Schedule - F/T Employee**

```
— v2.1.18 ————————— EMPLOYEE TOUR OF DUTY ——————— 17.6.1 —
                                     GRADED/       DATE        AWS
          EMPLOYEE ID  NAME          UNGRADED    EFFECTIVE    CODE
          BLACR4444    BLACKSTOCK, ROBERT E         G        15-FEB-1998    3

             SUN      MON      TUE      WED      THU      FRI      SAT
  WEEK 1                                                          40.00    SUN
   SHIFT   C        C        C        C        C        C        0        IND
    N/D                                                                    N

             SUN      MON      TUE      WED      THU      FRI      SAT
  WEEK 2                                                          40.00    SUN
   SHIFT   C        C        C        C        C        C        0        IND
    N/D                                                                    N

          —— <F2> Query ———— <END> Commit ———— <F10> Exit ——

Enter value for EMPLOYEE IDENTIFICATION NUMBER   <F4> = List
Count: *1                                            <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. Employee may vary arrival and departure times as well as length of workday without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "4" - Variable Week (Employee Request) - F/T Employee**

```
— v2.1.18 ——————— EMPLOYEE TOUR OF DUTY ——————— 17.6.1 —
                                     GRADED/      DATE         AWS
  EMPLOYEE ID   NAME                 UNGRADED    EFFECTIVE    CODE
  MIXSD5555     MIXSON, DEBRA C         G        15-FEB-1998    4


           SUN      MON      TUE      WED      THU      FRI      SAT
  WEEK 1    ⌐       ⌐        ⌐        ⌐        ⌐        ⌐        ⌐      SUN
   SHIFT    |       |        |        |        |        |        |     IND
    N/D     L       L        L        L        L        L        L      N


           SUN      MON      TUE      WED      THU      FRI      SAT
  WEEK 2    ⌐       ⌐        ⌐        ⌐        ⌐        ⌐      80.00    SUN
   SHIFT    |       |        |        |        |        |      0        IND
    N/D     L       L        L        L        L        L               N


         <F2> Query ————— <END> Commit ————— <F10> Exit —


  Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
  Count: *1                                          <List><Replace>
  Exit: ALT-F10
```

The employee has a basic work requirement of 80 hours biweekly. Employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours may be authorized with this schedule. Hours worked in excess of 40 hours per week will be assumed by DCPS to have been at the employee's request and should be reported as credit hours. The Fair Labor Standards Act (FLSA) computation will be based on a biweekly basis.

Example: **AWS Code "5" - Maxiflex Work Schedule
(Employee Request) - F/T Employee**

```
─ v2.1.18 ──────────── EMPLOYEE TOUR OF DUTY ──────────── 17.6.1 ─
                                      GRADED/      DATE        AWS
 EMPLOYEE ID   NAME                   UNGRADED   EFFECTIVE    CODE
 │CRAWJ6666│   │CRAWFORD, JAMES E            │      │G│      │15-FEB-1998│  │5│

          SUN       MON       TUE       WED       THU       FRI       SAT
 WEEK 1  ┌──┐     ┌──┐     ┌──┐     ┌──┐     ┌──┐     ┌──┐     ┌──┐      SUN
 SHIFT   │         │         │         │         │         │         │        IND
 N/D     └──┘     └──┘     └──┘     └──┘     └──┘     └──┘     └──┘      │N│

          SUN       MON       TUE       WED       THU       FRI       SAT
                                                                     │80.00│
 WEEK 2  ┌──┐     ┌──┐     ┌──┐     ┌──┐     ┌──┐     ┌──┐     │0│        SUN
 SHIFT   │         │         │         │         │         │         │        IND
 N/D     └──┘     └──┘     └──┘     └──┘     └──┘     └──┘     └──┘      │N│

 ──── <F2> Query ──────── <END> Commit ──────── <F10> Exit ────


 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *1                                                  <List><Replace>
 Exit: ALT-F10
```

The employee has a basic work requirement of 80 hours biweekly.
Employee may work less than 5 days per week and/or less than
10 days during the biweekly pay period. Employee may vary
arrival and departure times without notification. Core time is
required 3 days per week and credit hours may be authorized for
this schedule. Hours worked in excess of 40 hours a week will be
assumed by DCPS to have been at the employee's request and
should be reported as credit hours. FLSA will be computed on a
biweekly basis.

TIMEKEEPER USERS GUIDE

Example: **AWS Code "6" - Compressed Work Schedule - F/T Employee**

```
┌─ v2.1.18 ──────────────── EMPLOYEE TOUR OF DUTY ──────────── 17.6.1 ─┐
│                                          GRADED/      DATE        AWS  │
│  EMPLOYEE ID    NAME                     UNGRADED   EFFECTIVE    CODE  │
│  BEAMC7777      BEAMER, CHERYL A            G      15-FEB-1998     6   │
│                                                                       │
│            SUN     MON     TUE     WED     THU     FRI     SAT         │
│          ┌─     ┌─9.00  ┌─9.00  ┌─9.00  ┌─9.00  ┌─9.00  ┌─       SUN  │
│  WEEK 1  │      │       │       │       │       │       │        IND  │
│  SHIFT   │      │ 0     │ 0     │ 0     │ 0     │ 0     │          N   │
│   N/D    └─     └─      └─      └─      └─      └─      └─             │
│                                                                       │
│            SUN     MON     TUE     WED     THU     FRI     SAT         │
│          ┌─     ┌─9.00  ┌─9.00  ┌─9.00  ┌─8.00  ┌─     ┌─       SUN  │
│  WEEK 2  │      │       │       │       │       │      │         IND  │
│  SHIFT   │      │ 0     │ 0     │ 0     │ 0     │      │           N   │
│   N/D    └─     └─      └─      └─      └─      └─     └─              │
│                                                                       │
│         ─ <F2> Query ────── <END> Commit ────── <F10> Exit ─          │
└───────────────────────────────────────────────────────────────────────┘

 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *1                                              <List><Replace>
 Exit: ALT-F10
```

The employee has a basic work requirement of 80 hours biweekly.
The number of hours in a week may vary, but the number of
hours each workday must be scheduled. Also known as the 5-4/9
plan, the employee may work 9 hour days for eight days and an 8
hour day on the 9th day to complete 80 hours for the pay period.
The 10th day is an off-day. FLSA will be computed on a biweekly
basis.

Example: **AWS Code "7" - First Forty - F/T Employee**

```
—— v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ——————————— 17.6.1 ——
                                            GRADED/       DATE         AWS
 EMPLOYEE ID    NAME                        UNGRADED    EFFECTIVE      CODE
  JOHNJ9999      JOHNSTON, JERALD R            G        15-FEB-1998      7

            SUN      MON      TUE      WED      THU      FRI      SAT
 WEEK 1                                                           40.00    SUN
  SHIFT    [        [        [        [        [        [         0        IND
   N/D                                                            [         N

            SUN      MON      TUE      WED      THU      FRI      SAT
 WEEK 2                                                           40.00    SUN
  SHIFT    [        [        [        [        [        [         0        IND
   N/D                                                            [         N


         ——— <F2> Query ——————— <END> Commit ——————— <F10> Exit ———


 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *1                                              <List><Replace>
 Exit: ALT-F10
```

The employee has a basic work requirement of 40 hours a week and 80 hours biweekly. The number of hours per day may vary (0-24).

Example: **AWS Code "8" - Compressed Work Schedule**
(40 hours weekly) - F/T Employee

```
┌─ v2.1.18 ──────────────── EMPLOYEE TOUR OF DUTY ──────────── 17.6.1 ─┐
│                                            GRADED/      DATE      AWS  │
│   EMPLOYEE ID    NAME                      UNGRADED   EFFECTIVE   CODE │
│   LARSK7545      LARSON, KIMBERLY M           G       15-FEB-1998   8  │
│                                                                       │
│           SUN      MON      TUE      WED      THU      FRI      SAT    │
│  WEEK 1         ┌10.00┐ ┌10.00┐ ┌10.00┐ ┌10.00┐                   SUN │
│  SHIFT    ┌─ ┐  │  0  │ │  0  │ │  0  │ │  0  │  ┌─ ┐    ┌─ ┐     IND │
│   N/D     └─ ┘  └─────┘ └─────┘ └─────┘ └─────┘  └─ ┘    └─ ┘      N  │
│                                                                       │
│           SUN      MON      TUE      WED      THU      FRI      SAT    │
│  WEEK 2         ┌10.00┐ ┌10.00┐ ┌10.00┐ ┌10.00┐                   SUN │
│  SHIFT    ┌─ ┐  │  0  │ │  0  │ │  0  │ │  0  │  ┌─ ┐    ┌─ ┐     IND │
│   N/D     └─ ┘  └─────┘ └─────┘ └─────┘ └─────┘  └─ ┘    └─ ┘      N  │
│                                                                       │
│      ── <F2> Query ──── <END> Commit ──── <F10> Exit ──               │
└───────────────────────────────────────────────────────────────────────┘

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                              <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. The agency/employee establishes a fixed work schedule limited to four 10 hour days.

Example: **AWS Code "D" - Variable Work Schedule
(Activity Request) - F/T Employee**

```
— v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ——————————— 17.6.1 —
                                        GRADED/        DATE         AWS
    EMPLOYEE ID    NAME                 UNGRADED     EFFECTIVE      CODE
    AINSS6666      AINSWORTH, STEVEN S      G        15-FEB-1998      D


              SUN      MON      TUE      WED      THU      FRI      SAT
    WEEK 1     C        C        C        C        C        C        C        SUN
     SHIFT                                                                    IND
      N/D                                                                      N


              SUN      MON      TUE      WED      THU      FRI      SAT
    WEEK 2     C        C        C        C        C        C      80.00      SUN
     SHIFT                                                          0         IND
      N/D                                                                      N


        —— <F2> Query ——————— <END> Commit ——————— <F10> Exit ——


Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                                  <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of 80 hours biweekly.
Employee may vary arrival and departure times and length of
workday and workweek without notification. Credit hours may be
authorized with this schedule. Regular hours worked in excess of
40 hours a week will be used in calculating the FLSA entitlement.
It will be assumed by DCPS that the activity requested the
employee to work more than 40 hours in a week. Excess hours
should **not** be reported as credit hours. FLSA will be computed
on a weekly basis.

Example: **AWS Code "E" - Maxiflex Work Schedule**
(Activity Request) - F/T Employee

```
┌─ v2.1.18 ──────────── EMPLOYEE TOUR OF DUTY ──────────── 17.6.1 ─┐
│                                        GRADED/      DATE        AWS │
│  EMPLOYEE ID   NAME                    UNGRADED   EFFECTIVE    CODE │
│  BOLDJ4646     BOLDEN, JENNIFER C         G       15-FEB-1998   E  │
│                                                                    │
│           SUN     MON     TUE     WED     THU     FRI     SAT      │
│  WEEK 1   ┌─┐    ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐    SUN│
│  SHIFT    │        │       │       │       │       │       │    IND│
│   N/D     └─┘    └─┘     └─┘     └─┘     └─┘     └─┘     └─┘     N │
│                                                                    │
│           SUN     MON     TUE     WED     THU     FRI     SAT      │
│  WEEK 2   ┌─┐    ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐    80.00   SUN│
│  SHIFT    │        │       │       │       │       │      0     IND│
│   N/D     └─┘    └─┘     └─┘     └─┘     └─┘     └─┘     └─┘     N │
│                                                                    │
│      ── <F2> Query ──── <END> Commit ──── <F10> Exit ──            │
└────────────────────────────────────────────────────────────────┘

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                              <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of 80 hours biweekly.
Employee may work less than 5 days per week and/or less than
10 days during the pay period and may vary arrival and departure
times. Core time is required 3 days a week. Credit hours may be
authorized for this schedule. Regular hours worked in excess of
40 hours a week will be used in calculating the FLSA entitlement.
It will be assumed by DCPS that the activity requested the
employee to work more than 40 hours in a week. The excess
hours should **not** be reported as credit hours. FLSA will be
computed on a weekly basis.

Example: **AWS Code "0" - No AWS - P/T Employee**

```
 — v2.1.16 ———————————— EMPLOYEE TOUR OF DUTY ————————————— 17.6.1 —
                                      GRADED/        DATE            AWS
  EMPLOYEE ID    NAME                 UNGRADED      EFFECTIVE        CODE
  BAILB9999      BAILEY, BEETLE          G         21-DEC-1997         0

              SUN      MON      TUE      WED      THU      FRI      SAT
  WEEK 1              4.00     4.00     4.00     4.00     4.00              SUN
  SHIFT    ┌──┐  0    ┌──┐ 0   ┌──┐ 0   ┌──┐ 0   ┌──┐ 0   ┌──┐     ┌──┐     IND
   N/D     └──┘       └──┘     └──┘     └──┘     └──┘     └──┘     └──┘      N

              SUN      MON      TUE      WED      THU      FRI      SAT
  WEEK 2              4.00     4.00     4.00     4.00     4.00              SUN
  SHIFT    ┌──┐  0    ┌──┐ 0   ┌──┐ 0   ┌──┐ 0   ┌──┐ 0   ┌──┐     ┌──┐     IND
   N/D     └──┘       └──┘     └──┘     └──┘     └──┘     └──┘     └──┘      N

         — <F2> Query ————— <END> Commit ————— <F10> Exit —


 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *2           ^                                       <List><Replace>
 Exit: ALT-F10
```

The employee has a standard five day per week schedule
consisting of less than 8 hours per day.

Example: **AWS Code "1" - Flexitour - P/T Employee**

```
 — v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ——————————— 17.6.1 —
                                          GRADED/      DATE         AWS
         EMPLOYEE ID    NAME             UNGRADED    EFFECTIVE      CODE
         ALEXD7777     ALEXANDER, DONNY RAY              G        15-FEB-1998    1


                SUN      MON      TUE      WED      THU      FRI      SAT
         WEEK 1          4.00     4.00     4.00     4.00     4.00             SUN
         SHIFT          0        0        0        0        0                 IND
          N/D                                                                  N


                SUN      MON      TUE      WED      THU      FRI      SAT
         WEEK 2          4.00     4.00     4.00     4.00     4.00             SUN
         SHIFT          0        0        0        0        0                 IND
          N/D                                                                  N


              <F2> Query ——————— <END> Commit ——————— <F10> Exit —



 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *1                                                  <List><Replace>
 Exit: ALT-F10
```

The employee has a five day per week schedule consisting of less than 8 hours per day. Fixed arrival and departure times have been established. Credit hours may be authorized with this schedule.

Example: **AWS Code "2" - Gliding Schedule - P/T Employee**

```
┌─ v2.1.18 ───────────────── EMPLOYEE TOUR OF DUTY ──────────── 17.6.1 ─┐
│                                         GRADED/      DATE         AWS  │
│ EMPLOYEE ID    NAME                     UNGRADED   EFFECTIVE     CODE  │
│ ANDEH8888      ANDERSON, HARRY R           G       15-FEB-1998     2   │
│                                                                       │
│           SUN      MON      TUE      WED      THU      FRI      SAT    │
│ WEEK 1           4.00     4.00     4.00     4.00     4.00           SUN│
│  SHIFT           0        0        0        0        0              IND│
│   N/D                                                               N  │
│                                                                       │
│           SUN      MON      TUE      WED      THU      FRI      SAT    │
│ WEEK 2           4.00     4.00     4.00     4.00     4.00           SUN│
│  SHIFT           0        0        0        0        0              IND│
│   N/D                                                               N  │
│                                                                       │
│        <F2> Query ─────── <END> Commit ─────── <F10> Exit ─────       │
└───────────────────────────────────────────────────────────────────────┘

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                            <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of five days per week consisting of less than 8 hours per day and less than 40 hours each week. Arrival and departure times may vary without notification. Credit hours may be authorized with this schedule.

Example: **AWS Code "3" - Variable Day Schedule -**
          P/T Employee

```
— v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ———————— 17.6.1 —
                                        GRADED/        DATE          AWS
    EMPLOYEE ID   NAME                   UNGRADED     EFFECTIVE      CODE
    BRUNB9999     BRUNSON, BRADLEY M        G        15-FEB-1998       3

            SUN      MON      TUE      WED      THU      FRI      SAT
    WEEK 1                                                        20.00   SUN
    SHIFT    ⌐        ⌐        ⌐        ⌐        ⌐        ⌐        0      IND
     N/D     L        L        L        L        L        L        L      N

            SUN      MON      TUE      WED      THU      FRI      SAT
    WEEK 2                                                        20.00   SUN
    SHIFT    ⌐        ⌐        ⌐        ⌐        ⌐        ⌐        0      IND
     N/D     L        L        L        L        L        L        L      N


    ———— <F2> Query ————————— <END> Commit ————————— <F10> Exit ————


  Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
  Count: *1                                                   <List><Replace>
  Exit: ALT-F10
```

The employee has a basic work requirement of less than 40 hours
each week. Employee may vary arrival and departure times as
well as length of workday without notification. Credit hours may
be authorized with this schedule.

Example: **AWS Code "4" - Variable Week (Employee Request)**

-

P/T Employee

```
— v2.1.18 ———————— EMPLOYEE TOUR OF DUTY ——————— 17.6.1 —
                                          GRADED/     DATE       AWS
EMPLOYEE ID   NAME                        UNGRADED   EFFECTIVE   CODE
 BEDFJ0000    BEDFORD, JAMIE D               G       15-FEB-1998   4

          SUN      MON      TUE      WED      THU      FRI      SAT
WEEK 1    ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      SUN
 SHIFT    └─       └─       └─       └─       └─       └─       └─       IND
 N/D                                                                     N

          SUN      MON      TUE      WED      THU      FRI      SAT
WEEK 2    ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐     40.00     SUN
 SHIFT    └─       └─       └─       └─       └─       └─       0        IND
 N/D                                                                     N

       — <F2> Query ——————— <END> Commit ——————— <F10> Exit —


Enter value for EMPLOYEE IDENTIFICATION NUMBER     <F4> = List
Count: *1                                                 <List><Replace>
Exit: ALT-F10
```

The employee has a basic work requirement of less than 80 hours per pay period. Employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours may be authorized with this schedule. Hours worked in excess of 40 hours per week (if any) will be assumed by DCPS to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

Example: **AWS Code "5" - Maxiflex Work Schedule
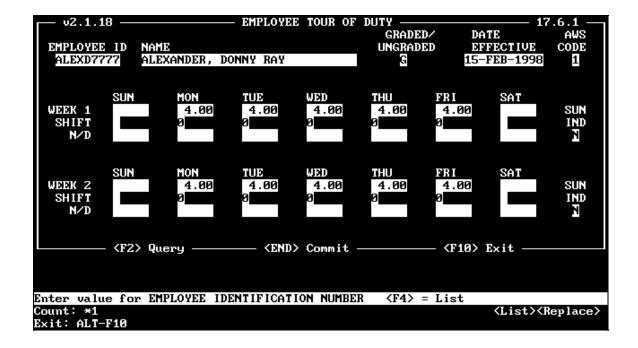(Employee Request) - P/T Employee**

```
— v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ——————————— 17.6.1 —
                                        GRADED/      DATE        AWS
         EMPLOYEE ID  NAME             UNGRADED    EFFECTIVE     CODE
         FORDC1111    FORD, CHARLES P      G       15-FEB-1998    5


               SUN      MON      TUE      WED      THU      FRI      SAT
         WEEK 1 ⌐       ⌐        ⌐        ⌐        ⌐        ⌐        ⌐        SUN
         SHIFT  |       |        |        |        |        |        |        IND
          N/D   L       L        L        L        L        L        L        N


               SUN      MON      TUE      WED      THU      FRI      SAT
         WEEK 2 ⌐       ⌐        ⌐        ⌐        ⌐        ⌐       40.00      SUN
         SHIFT  |       |        |        |        |        |        0        IND
          N/D   L       L        L        L        L        L        L        N



             — <F2> Query ————————— <END> Commit ————————— <F10> Exit —



 Enter value for EMPLOYEE IDENTIFICATION NUMBER     <F4> = List
 Count: *1                                                    <List><Replace>
 Exit: ALT-F10
```

The employee has a basic work requirement of less than 80 hours
per pay period. Employee may work less than 5 days per week
and/or less than 10 days during the biweekly pay period.
Employee may vary arrival and departure times without
notification. Core time is required 3 days per week and credit
hours may be authorized for this schedule. Hours worked in
excess of 40 hours a week (if any) will be assumed by DCPS to
have been at the employee's request and should be reported as
credit hours. FLSA will be computed on a biweekly basis.

Example: **AWS Code "6" - Compressed Work Schedule - P/T Employee**

```
┌─ v2.1.18 ──────────────── EMPLOYEE TOUR OF DUTY ─────────── 17.6.1 ─┐
│                                          GRADED/      DATE       AWS │
│  EMPLOYEE ID   NAME                      UNGRADED   EFFECTIVE    CODE │
│  JONEC2222     JONES, CAROL M               G       15-FEB-1998   6  │
│                                                                      │
│           SUN     MON     TUE     WED     THU     FRI     SAT        │
│  WEEK 1          5.00    5.00    5.00    5.00    5.00            SUN  │
│  SHIFT            0       0       0       0       0             IND  │
│   N/D                                                            N   │
│                                                                      │
│           SUN     MON     TUE     WED     THU     FRI     SAT        │
│  WEEK 2          5.00    5.00    5.00                           SUN  │
│  SHIFT            0       0       0                             IND  │
│   N/D                                                            N   │
│                                                                      │
│      ─── <F2> Query ──────── <END> Commit ──────── <F10> Exit ───   │
│                                                                      │
├──────────────────────────────────────────────────────────────────┤
│ Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List       │
│ Count: *1                                          <List><Replace>  │
│ Exit: ALT-F10                                                       │
```
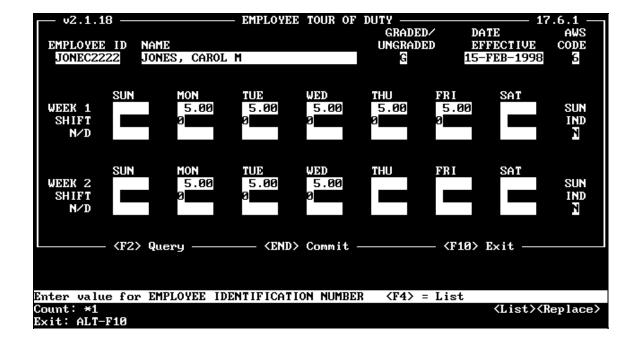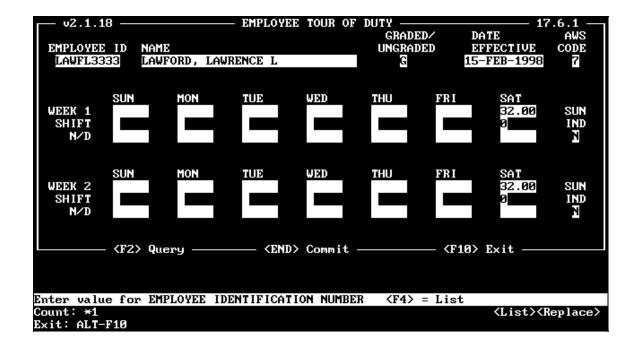
The employee has a basic work requirement of less than 80 hours
per pay period. The number of hours in a week may vary, but the
number of hours each workday must be scheduled. FLSA will be
computed on a biweekly basis.

Example: **AWS Code "7" - First Forty - P/T Employee**

```
┌─ v2.1.18 ──────────────── EMPLOYEE TOUR OF DUTY ──────────────── 17.6.1 ─┐
│                                              GRADED/     DATE        AWS    │
│ EMPLOYEE ID   NAME                           UNGRADED  EFFECTIVE    CODE    │
│ LAWFL3333     LAWFORD, LAWRENCE L                G     15-FEB-1998    7      │
│                                                                             │
│            SUN      MON      TUE      WED      THU      FRI      SAT         │
│                                                                 32.00   SUN │
│ WEEK 1    ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      IND │
│  SHIFT    └─┘      └─┘      └─┘      └─┘      └─┘      └─┘      0          N  │
│   N/D                                                                       │
│                                                                             │
│            SUN      MON      TUE      WED      THU      FRI      SAT         │
│                                                                 32.00   SUN │
│ WEEK 2    ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      ┌─┐      IND │
│  SHIFT    └─┘      └─┘      └─┘      └─┘      └─┘      └─┘      0          N  │
│   N/D                                                                       │
│                                                                             │
│        ── <F2> Query ───────── <END> Commit ───────── <F10> Exit ──        │
└─────────────────────────────────────────────────────────────────────────────┘

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                               <List><Replace>
Exit: ALT-F10
```
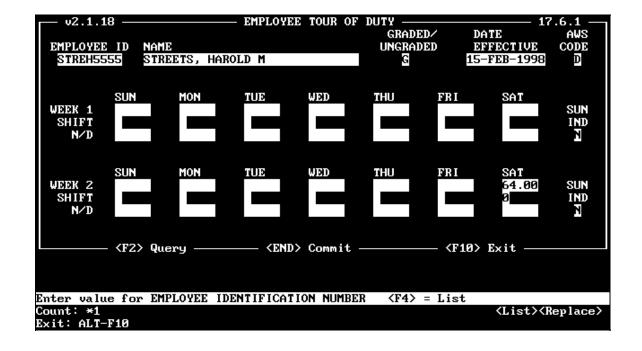
The employee has a basic work requirement of less than 40 hours per week and 80 hours per pay period. The number of hours per day may vary.

Example: **AWS Code "8" - Compressed Work Schedule
(40 Hours Weekly) - P/T Employee**

```
— v2.1.18 ———————— EMPLOYEE TOUR OF DUTY ——————— 17.6.1 —
                                      GRADED/       DATE         AWS
        EMPLOYEE ID   NAME            UNGRADED    EFFECTIVE     CODE
        CRAWJ4444     CRAWFORD, JENNIFER R          G        15-FEB-1998    8


           SUN      MON      TUE      WED      THU      FRI      SAT
WEEK 1              10.00    10.00                                        SUN
SHIFT               0        0                                            IND
 N/D                                                                       N


           SUN      MON      TUE      WED      THU      FRI      SAT
WEEK 2              10.00    10.00                                        SUN
SHIFT               0        0                                            IND
 N/D                                                                       N


        —— <F2> Query ——————— <END> Commit ——————— <F10> Exit ——



Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count: *1                                                <List><Replace>
Exit: ALT-F10
```
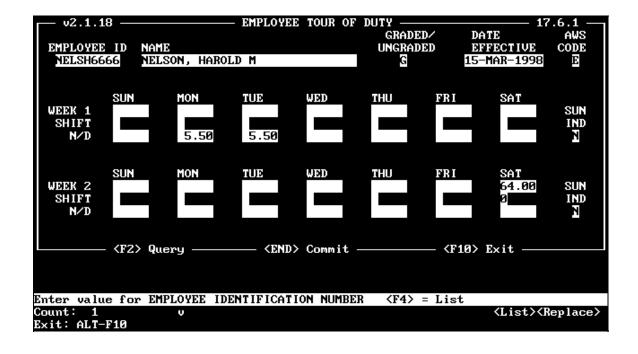
The employee has a basic work requirement of less than 40 hours
each week and 80 hours biweekly. The number of regular hours
each workday must be scheduled. The agency/employee
establishes a fixed work schedule.

Example: **AWS Code "D" - Variable Work Schedule
(Activity Request) - P/T Employee**

```
 — v2.1.18 ——————————— EMPLOYEE TOUR OF DUTY ———————————— 17.6.1 —
                                        GRADED/        DATE          AWS
       EMPLOYEE ID   NAME               UNGRADED     EFFECTIVE      CODE
       STREH5555     STREETS, HAROLD M     G         15-FEB-1998     D


             SUN      MON      TUE      WED      THU      FRI      SAT
       WEEK 1  ⌐        ⌐        ⌐        ⌐        ⌐        ⌐        ⌐       SUN
       SHIFT   |        |        |        |        |        |        |      IND
        N/D    L        L        L        L        L        L        L       N


             SUN      MON      TUE      WED      THU      FRI      SAT
                                                                 64.00
       WEEK 2  ⌐        ⌐        ⌐        ⌐        ⌐        ⌐      0         SUN
       SHIFT   |        |        |        |        |        |        |      IND
        N/D    L        L        L        L        L        L        L       N


           —— <F2> Query ———————— <END> Commit ———————— <F10> Exit ——

 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
 Count: *1                                               <List><Replace>
 Exit: ALT-F10
```

The employee has a basic work requirement of less than 80 hours
biweekly. Employee may vary arrival and departure times and
length of workday and workweek without notification. Credit hours
may be authorized with this schedule. Regular hours worked in
excess of 40 hours a week (if any) will be used in calculating the
FLSA entitlement. It will be assumed by DCPS that the activity
requested the employee to work more than 40 hours in a week.
Excess hours should **not** be reported as credit hours. FLSA will
be computed on a weekly basis.

TIMEKEEPER USERS GUIDE

Example: **AWS Code "E" - Maxiflex Work Schedule
(Activity Request) - P/T Employee**

```
┌─ v2.1.18 ──────────── EMPLOYEE TOUR OF DUTY ───────────── 17.6.1 ─┐
│                                        GRADED/      DATE       AWS  │
│  EMPLOYEE ID   NAME                    UNGRADED   EFFECTIVE   CODE  │
│  NELSH6666     NELSON, HAROLD M           G      15-MAR-1998   E    │
│                                                                     │
│            SUN     MON     TUE     WED     THU     FRI     SAT      │
│  WEEK 1    ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐  SUN  │
│  SHIFT     │ │     │ │     │ │     │ │     │ │     │ │     │ │  IND  │
│   N/D      └─┘   └─┘5.50 └─┘5.50 └─┘     └─┘     └─┘     └─┘   N    │
│                                                                     │
│            SUN     MON     TUE     WED     THU     FRI     SAT      │
│  WEEK 2    ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐     ┌─┐   ┌64.00┐ SUN │
│  SHIFT     │ │     │ │     │ │     │ │     │ │     │ │   │  0  │ IND │
│   N/D      └─┘     └─┘     └─┘     └─┘     └─┘     └─┘   └─────┘  N  │
│                                                                     │
│         ── <F2> Query ────── <END> Commit ────── <F10> Exit ──      │
└─────────────────────────────────────────────────────────────────────┘

Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> = List
Count:  1            v                              <List><Replace>
Exit: ALT-F10
```
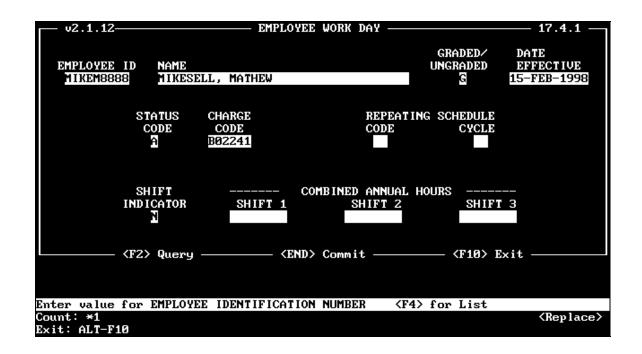
The employee has a basic work requirement of less than 80 hours
biweekly. Employee may work less than 5 days per week and/or
less than 10 days during the pay period and may vary arrival and
departure times. Core time is required 3 days a week. Credit
hours may be authorized for the schedule. Regular hours worked
in excess of 40 hours a week (if any) will be used in calculating
the FLSA entitlement. It will be assumed by DCPS that the
activity requested the employee to work more than 40 hours in a
week. The excess hours should **not** be reported as credit hours.
FLSA will be computed on a weekly basis.

4.1.3   **EMPLOYEE WORK DAY**

SCREENS

Employee Work Day
        (Screen 17.4.1)

PURPOSE

This screen establishes and allows modifications to an employee's T&A status, default charge code, and repeating schedule or rotating shift hours. Changes to these data fields are transmitted electronically to DCPS each pay period.

HOW TO
GET THERE

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Employee Work Day Change

or

Enter screen number 17.4.1.

TIPS

- When an employee transfers to another Corps activity serviced by the <u>same</u> payroll office, the pending separation code "P" blocks future input by the gaining activity in DCPS.

SOLUTION 1 - If the employee is transferring at the end of the pay period, simply do not enter the pending separation code.

SOLUTION 2 - If the employee is transferring in the middle of the pay period, enter a "P" status code to pass the T&A edits. Then change the employee's status from "P" to "A" before data is merged and transmitted to DCPS.

```
 ┌─ v2.1.12─────────────── EMPLOYEE WORK DAY ──────────────── 17.4.1 ─┐
 │                                              GRADED/     DATE       │
 │   EMPLOYEE ID    NAME                         UNGRADED    EFFECTIVE   │
 │   MIKEM8888      MIKESELL, MATHEW                G       15-FEB-1998 │
 │                                                                     │
 │           STATUS    CHARGE              REPEATING SCHEDULE          │
 │           CODE      CODE                CODE           CYCLE        │
 │            A        B02241              □               □           │
 │                                                                     │
 │                                                                     │
 │           SHIFT        ───────  COMBINED ANNUAL HOURS  ───────      │
 │           INDICATOR    SHIFT 1           SHIFT 2          SHIFT 3    │
 │            N        ▭              ▭              ▭          │
 │                                                                     │
 │      ─ <F2> Query ─────── <END> Commit ─────── <F10> Exit ─        │
 └─────────────────────────────────────────────────────────────────────┘

 Enter value for EMPLOYEE IDENTIFICATION NUMBER    <F4> for List
 Count: *1                                                   <Replace>
 Exit: ALT-F10
```

FIELDS

EMPLOYEE ID   Required. Enter employee's ID number or press F4 for list. System displays name and graded/ungraded status code.

DATE EFFECTIVE	Required. Enter the date on which the change becomes effective. This is normally the first day of a pay period. However, the effective date for a separating or deceased employee should be the date of separation or death.
STATUS CODE	Required. Enter "A" for active, "P" for pending separation or "X" for deceased. See "Tips" regarding a potential problem with transferred employees.
CHARGE CODE	Optional. Enter the default labor charge code or press F4 and select from list. You may leave this field blank if employee typically charges to many different codes. (This field may be updated by querying an existing record and changing the charge code.)
REPEATING SCHEDULE CODE	Optional. Enter the alpha code assigned to the repeating work schedule by the payroll office.
REPEATING SCHEDULE CYCLE	Optional. Enter the cycle number of the first biweekly rotation.
SHIFT INDICATOR	Required for ungraded employees only. Enter a "Y" if the employee regularly works more than one shift. Otherwise, enter "N".

<u>COMBINED ANNUAL HOURS</u> (Must be completed if shift indicator is "Y".)

SHIFT 1   Enter the estimated number of hours per year that the employee works the first shift.

SHIFT 2   Enter the estimated number of hours per year that the employee works the second shift.

SHIFT 3   Enter the estimated number of hours per year that the employee works the third shift.

> <u>NOTE</u>:   Combined hours (all shifts) must total 2087.

**WHAT TO
DO NEXT**

Press <End> to save.

4.1.4   **ROTATING TOUR OF DUTY**

SCREENS
_____

Rotating Tour of Duty
(Screen 17.2.1)

PURPOSE
_____

This screen is used to establish rotating work schedules within CEFMS. This data must agree with the rotating schedules created in DCPS by the payroll office. Each pay period schedules automatically advance to the next rotation. Rotating schedules may be advantageous for any employee who regularly changes TODs on a predetermined basis.

HOW TO
GET THERE
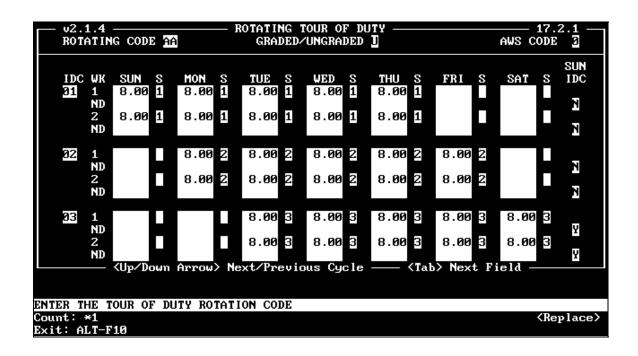_____

_____

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Rotating Tour of Duty

or

Enter screen number 17.2.1.

TIPS

DCPS data or rotating schedule must be available prior to completing this record.

```
┌─ v2.1.4 ──────────── ROTATING TOUR OF DUTY ──────────── 17.2.1 ─┐
│  ROTATING CODE ▨▨          GRADED/UNGRADED ▯         AWS CODE  ▯ │
│                                                            SUN  │
│  IDC WK  SUN  S   MON  S   TUE  S   WED  S   THU  S   FRI  S   SAT  S  IDC │
│  ▣1  1  8.00 ▮1  8.00 ▮1  8.00 ▮1  8.00 ▮1  8.00 ▮1       ▮        ▮      │
│      ND                                                          ▯      │
│      2  8.00 ▮1  8.00 ▮1  8.00 ▮1  8.00 ▮1  8.00 ▮1       ▮        ▮      │
│      ND                                                          ▯      │
│                                                                        │
│  ▣2  1       ▮   8.00 ▮2  8.00 ▮2  8.00 ▮2  8.00 ▮2  8.00 ▮2      ▮      │
│      ND                                                          ▯      │
│      2       ▮   8.00 ▮2  8.00 ▮2  8.00 ▮2  8.00 ▮2  8.00 ▮2      ▮      │
│      ND                                                          ▯      │
│                                                                        │
│  ▣3  1       ▮        ▮   8.00 ▮3  8.00 ▮3  8.00 ▮3  8.00 ▮3  8.00 ▮3    │
│      ND                                                          Y      │
│      2       ▮        ▮   8.00 ▮3  8.00 ▮3  8.00 ▮3  8.00 ▮3  8.00 ▮3    │
│      ND                                                          Y      │
│      ── <Up/Down Arrow> Next/Previous Cycle ── <Tab> Next Field ──     │
└─────────────────────────────────────────────────────────────────┘
ENTER THE TOUR OF DUTY ROTATION CODE
Count: *1                                              <Replace>
Exit: ALT-F10
```

FIELDS

ROTATING CODE	Required. Enter the alpha code assigned to this rotating TOD by the payroll office.
GRADED/ UNGRADED	Required. Enter a "G" or "U". This code identifies whether the rotating schedule applies to graded or ungraded employees.
AWS CODE	Required. Enter the AWS code for any fixed work schedule or press F4 for list of valid codes. Fixed work schedule

codes are 0, 1, 2, 6, and 8. Then press <PgDn> to continue.

IDC

Required. Enter the beginning cycle number of the rotating work schedule.

WK 1

Required. Enter the number of hours and shift code for the first week of the cycle.

ND

Optional. Enter the number of scheduled night differential hours for the first week of the cycle.

SUN IDC

Required. Enter "Y" to indicate eligibility for Sunday premium pay for Saturday work extending past midnight. Ungraded employees with the exception of power plant workers must be assigned to the 2nd or 3rd shift. Graded employees must have scheduled night differential hours.

WK 2

Required. Enter the number of hours and shift code for the second week of the cycle.

ND

Optional. Enter the number of scheduled night differential hours for the second week of the cycle.

SUN IDC

Required. Enter "Y" to indicate eligibility for Sunday premium pay for Saturday work extending past midnight. Ungraded employees must be assigned to the 2nd or 3rd shift. Graded employees with the exception of power plant workers must have scheduled night differential hours. Press the down arrow key to advance to the next cycle.

IDC

Required. Enter the next cycle number of the rotating work schedule. Follow instructions for fields beginning with

WK1 and ending with SUN IDC for WK2. Continue in this fashion until all cycles have been entered.

**WHAT TO
DO NEXT**

Press <End> to save.

4.2   **DATA ENTRY**

INTRODUCTION _____

The process which opens a new pay period also creates a template for the period based on predetermined work schedules, default labor charge codes and available funding. When system generated data is present, timekeepers are required only to enter the exceptions which may arise during the period.

TOD edits are performed to validate T&A and ensure data is in agreement with work schedules. Sample posting entries and a discussion of end of month (EOM) labor processing are presented in this section.

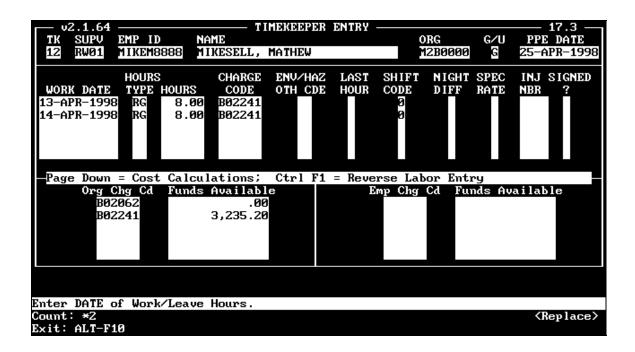**SCREENS** _____

Timekeeper Entry
        (Screen 17.3)

Tour of Duty Edits
        (Screen 17.12)

Prior Period Correction
        (Screen 9.1.3)

Previous Pay Period Tour of Duty Edits
        (Screen 9.1.6)

4.2.1   **TIMEKEEPER ENTRY (CURRENT PERIOD)**

SCREENS _____

Timekeeper Entry
(Screen 17.3)

PURPOSE _____

This screen is available to timekeepers for input of current period T&A data. At the beginning of each pay period a template may be created from work schedule data. Timekeepers then enter exceptions and add remarks as required. If no forecast is generated, timekeepers must enter time for each scheduled workday.

HOW TO
GET THERE _____
_____

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Time and Attendance - Current Period

TIPS _____

•   Press <PgDn> to advance cursor to the next block and <PgUp> to return to preceding block.

- To duplicate a previous entry press F9, then F7. Change desired field(s) and press <End> to save.

- <Ctrl F1> is used to reverse an entry which has been electronically signed by a supervisor.

- New employees may be added to CEFMS via the personnel interface or data manager screen 10.47. These employees will appear on the Timekeeper Entry screen when the proper timekeeper code has been entered on the employee record.

- The status code of a terminating employee should be changed on Employee Work Day (Screen 17.4.1). See Section 4.1.3 for details.

```
─ v2.1.64 ──────────────── TIMEKEEPER ENTRY ──────────────── 17.3 ─
 TK  SUPV  EMP ID      NAME                          ORG       G/U   PPE DATE
 12  RW01  MIKEM8888   MIKESELL, MATHEW              M2B0000    G    25-APR-1998

            HOURS            CHARGE   ENV/HAZ  LAST  SHIFT  NIGHT SPEC   INJ SIGNED
 WORK DATE  TYPE HOURS        CODE    OTH CDE  HOUR  CODE   DIFF  RATE   NBR   ?
 13-APR-1998 RG   8.00       B02241                          0
 14-APR-1998 RG   8.00       B02241                          0




─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry
      Org Chg Cd   Funds Available          Emp Chg Cd   Funds Available
        B02062              .00
        B02241         3,235.20




 Enter DATE of Work/Leave Hours.
 Count: *2                                                          <Replace>
 Exit: ALT-F10
```

FIELDS

BLOCK 1   Enter timekeeper code, supervisor code, or employee ID number. Then press F3 to execute query. System

populates timekeeper code, supervisor code, employee ID and name, organization code, graded/ungraded indicator and pay period end date.

SUPV   Generated. This field is populated by the system. However, a timekeeper may change the supervisor code if necessary. Press F4 for list of valid supervisor codes, select the correct code and press <End> to save the change.

Press <PgDn> to advance cursor to the next block.

BLOCK 2

WORK DATE   Required. Work dates may be changed, added or deleted as required. Press <PgDn> from this field to view costing information and F10 to return cursor to work date field.

HOURS TYPE   Required. Enter or change data by inputting a valid hours type code or press F4 for a list. To perform query on hours type code or description, press F2, enter the search criteria and press F3 . <Enter> returns selection.

HOURS   Required. Enter the number of applicable hours. Partial hours are accepted in ¼ hour increments; that is, .25, .50, .75. Press <PgDn> from this field to view employee's current work schedule and F10 to return cursor to the hours field.

CHARGE CODE   Required. Enter the appropriate labor charge code. Valid charge codes are those authorized by a manager and have sufficient funding to cover labor

cost. These codes are displayed at the bottom of the screen. To view additional charge codes, press <PgDn> to advance cursor to the next block, and then press the down arrow key. <PgUp> returns cursor to the charge code field. Press <Ctrl F1> to enter payroll remarks and F10 to return.

ENV/HAZ OTH CDE	Optional. Enter a code for the type of environmental/hazardous work performed. This field is also used to identify the type of union represen-tational hours or to identify the reason for family leave taken by an employee. Press F4 for list of valid codes. Query may be performed on code or description.
LAST HOUR	Optional. For ungraded employees, only enter a "Y" if environmental or hazardous work was performed on the **_last regularly scheduled hour_** of the pay period.
SHIFT CODE	Required. Enter the shift code for the hours worked. (1) For ungraded employees this field may be used as a temporary shift override to an employee's work schedule. A new work schedule should be created, however, when a permanent shift change takes place. (2) For graded employees at overseas locations, OCONUS entitlement codes may be used for labor costing purposes. (3) DCPS requires shift code 1 to be used for all power plant employees. The actual shift worked is identified in the hours type field.
NIGHT DIFF	Optional. Enter a "Y" to identify night differential hours for graded employees. An additional premium is payable for

scheduled time worked between 1800 and 0600 hours. Ungraded employees are not eligible for night differential. Night differential hours must be entered on a separate line.

SPEC RATE — Optional. Use this field when an ungraded employee becomes eligible for payment at an alternate rate. Enter a "1" for temporary promotion to foreman or a "2" if the employee is temporarily promoted to working supervisor.

INJ
NBR — Optional. Enter the month and day (MMDD) of a traumatic injury. Injury number is to be used with hours type LT (Traumatic Leave).

SIGNED
? — Generated. A system-generated "Y" in this field indicates early labor has been processed in CEFMS for this T&A entry. This data may be corrected prior to the end of the pay period by pressing <Ctrl F1> to reverse entry. Then enter the correct T&A transaction. This option becomes disabled once a timekeeper has approved data through the end of the pay period via Tour of Duty Edits (Screen 17.12).

**WHAT TO
DO NEXT**

Press <End> to save.

4.2.2   **TIME AND ATTENDANCE EXAMPLES**

INTRODUCTION _____

In this section, sample T&A entries are provided to assist timekeepers with posting requirements. Transactions have been grouped into three main categories - leave, overtime/compensatory time and other premium pay.

EXAMPLES _____

LEAVE

        Family Leave
        Restored Annual Leave
        Military Leave
        Traumatic Leave

OVERTIME/COMPENSATORY TIME

        Scheduled
        Unscheduled
        Callback
        Night Differential on Overtime Hours
        Overtime for Part-time Employees

OTHER PREMIUM PAY

        Environmental/Hazard Conditions
        ENV/HAZ Last Hour
        Night Differential
        Night Differential on Paid Leave
        Shift Codes for Ungraded Employees
        Sunday Premium

Family Leave

Family Leave Codes

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter or parent with a serious health condition
DD - Serious health condition of employee

Family Leave codes will be reported with applicable leave codes (LS, LA, LB, LG, KA, LP, LQ, LR, CT and CN). Family leave codes are posted in the env/haz oth cde field with the applicable leave code in the hours type field for eligible employees.

Example: **Posting Family Leave for Birth of Son or Daughter**

```
┌─ v2.1.63 ──────────────── TIMEKEEPER ENTRY ──────────────── 17.3 ─┐
 TK  SUPV  EMP ID     NAME                          ORG      G/U  PPE DATE
 12  RW01  LAWFL3333  LAWFORD, LAWRENCE L           M2B0280   G   25-APR-1998

            HOURS            CHARGE   ENV/HAZ  LAST  SHIFT  NIGHT  SPEC   INJ SIGNED
 WORK DATE  TYPE  HOURS      CODE     OTH CDE  HOUR  CODE   DIFF   RATE   NBR   ?
 13-APR-1998 LA    8.00      LEAVE     DA                    0

 ┌─────────────────────────────────────────────────────────────────────────┐
 │    Org Chg Cd  Funds Available        Emp Chg Cd  Funds Available         │
 │                                                                           │
 └─────────────────────────────────────────────────────────────────────────┘

 Enter query value for EMPLOYEE IDENTIFICATION NUMBER
 Count: *1                                                       <Replace>
 Exit: ALT-F10
```

Example: **Posting Donated Leave for Family Member**

```
— v2.1.64 ——————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK  SUPV   EMP ID   NAME                            ORG      G/U   PPE DATE
 78  LM01  CRAWJ4444 CRAWFORD, JENNIFER R           M2R0K20   G  25-APR-1998

             HOURS           CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS        CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
 13-APR-1998 LA   8.00      LEAVE     DC                    0

— Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry
     Org Chg Cd   Funds Available            Emp Chg Cd  Funds Available
       L22238        163,523.86
       L22239         48,042.44
       L22240         27,159.52
       L22241        113,062.86




 Enter DATE of Work/Leave Hours.
 Count: *1                                                       <Replace>
 Exit: ALT-F10
```

Post donated leave as "LA" along with the applicable family leave code. DCPS will convert to donated leave.

Example: **Posting Donated Leave for Self**

```
─ v2.1.64 ──────────────── TIMEKEEPER ENTRY ──────────────────── 17.3 ─
 TK  SUPV  EMP ID     NAME                              ORG       G/U   PPE DATE
 02  AB02  NELSH6666  NELSON, HAROLD M                  M2B0300   G    25-APR-1998

            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS      CODE   OTH CDE  HOUR  CODE    DIFF RATE  NBR   ?
 13-APR-1998  LS    8.00  LEAVE      DD            0




─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry─────────────
         Org Chg Cd  Funds Available              Emp Chg Cd  Funds Available
            B00223              .00
            B00526         6,690.33
            B02241         3,235.20
            B04192           834.86
            B04193           185.54




Enter DATE of Work/Leave Hours.
Count: *1                                                          <Replace>
Exit: ALT-F10
```

When donated leave was for a serious illness of the employee, use hours type "LS" along with family leave code "DD". DCPS will convert to annual or donated annual leave when sick leave hours are depleted.

RESTORED ANNUAL LEAVE

Three restored annual leave accounts are available within DCPS to track leave balance from three consecutive leave years. An unused leave balance in the oldest account is forfeited at the close of the leave year. Therefore, restored leave in the oldest account should be used first. This account is identified by hours type "LR". Hours type "LQ" identifies the next oldest account while "LP" is used for the most recent leave account.

Example: **Posting Restored Annual Leave**

```
— v2.1.63 —————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK  SUPV   EMP ID     NAME                        ORG      G/U   PPE DATE
 33  FF01   STREH5555  STREETS, HAROLD M           M2B0233   G   25-APR-1998

             HOURS           CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC   INJ SIGNED
 WORK DATE   TYPE  HOURS     CODE    OTH CDE  HOUR  CODE   DIFF  RATE   NBR  ?
 13-APR-1998 LR     8.00     LEAVE                   0



                  _____
            Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available




Enter Supervisor Code. F4 = List
Count: *1                                                              <Replace>
Exit: ALT-F10
```

Hours type "LR" should be entered for an employee taking restored annual leave. DCPS will default to hours type "LQ" or "LP" if necessary.

TIMEKEEPER USERS GUIDE

Example: **Posting Military Leave On a Non Work Day**

```
— v2.1.64 ——————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK   SUPV   EMP ID     NAME                            ORG      G/U   PPE DATE
 02   BA01   SPAIF2222  SPAINHOUR, FRANCIS M            M2B0200   G   25-APR-1998

              HOURS          CHARGE   ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE   TYPE  HOURS      CODE    OTH CDE  HOUR  CODE    DIFF RATE  NBR   ?
16-APR-1998   LM    8.00     LEAVE                          0
17-APR-1998   LM    8.00     LEAVE                          0
18-APR-1998   LM    8.00     LEAVE                          4
19-APR-1998   LM    8.00     LEAVE                          4
20-APR-1998   LM    8.00     LEAVE                          0

—Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry————————
          Org Chg Cd  Funds Available              Emp Chg Cd  Funds Available
             B00351             .00
             B02444             .00
             B03644      618,926.04
             B03645       50,000.00


Enter DATE of Work/Leave Hours.
Count: *5                                                       <Replace>
Exit: ALT-F10
```

Shift code "4" is used to post military leave on the employee's regular day off. This applies to both graded and ungraded employees. This is the method used by DCPS to track the number of military leave days used.
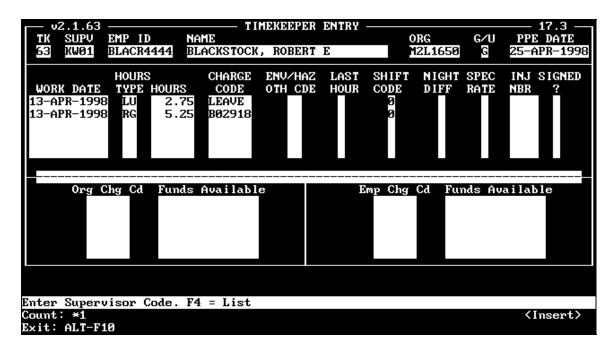
TRAUMATIC LEAVE

An employee injured on the job is entitled to 45 days of Continuation of Pay (COP). For the date of injury, hours type "LU" should be posted with the number of hours left in the duty day at the time of injury. These hours are chargeable to administrative leave. If the injury occurs at the end of the duty day when the employee is leaving the workplace or while working overtime, "LU" is posted with no hours.

DCPS generates an injury number using the date the "LU" was posted. For example, an employee injured on 24 June 1996 would receive a DCPS generated number, of "0624" (MMDD).

As traumatic leave is used, the injury number is required with the "LT" hours type.

As in the case of military leave, DCPS must track the number of calendar days that an employee is on COP. LT used on the employee's RDO is posted using a shift code of "4".

Example: **Posting an Injury During Duty Hours**

```
— v2.1.63 —————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK  SUPV  EMP ID    NAME                         ORG      G/U   PPE DATE
 53  KW01  BLACR4444 BLACKSTOCK, ROBERT E         M2L1650   G   25-APR-1998

           HOURS           CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT  SPEC  INJ SIGNED
 WORK DATE TYPE  HOURS     CODE    OTH CDE  HOUR  CODE   DIFF   RATE  NBR   ?
 13-APR-1998 LU   2.75     LEAVE                   0
 13-APR-1998 RG   5.25     B02918                  0




 --------------------------------------------------------------------------
      Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available




Enter Supervisor Code. F4 = List
Count: *1                                                        <Insert>
Exit: ALT-F10
```

This employee was injured on the job and sent home with 2 hours and 45 minutes remaining on her regularly scheduled work day.

Example: **Posting an Injury After Normal Duty Hours**

```
 ── v2.1.64 ──────────── TIMEKEEPER ENTRY ──────────── 17.3 ──
 TK  SUPV  EMP ID    NAME                          ORG      G/U  PPE DATE
 59  WW01  CRAWJ6666 CRAWFORD, JAMES E             M2L1KAA   G   25-APR-1998

            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC   INJ SIGNED
 WORK DATE  TYPE HOURS     CODE    OTH CDE  HOUR  CODE   DIFF  RATE   NBR   ?
 13-APR-1998 LU   .00      LEAVE                   0
 13-APR-1998 RG  8.00      B00279                  0


 ─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry────────
         Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
            B00275             .00
            B00279       81,892.26
            B00319        7,211.80
            B00958             .00
            B00959             .00


 Enter DATE of Work/Leave Hours.
 Count: *2                                              <Replace>
 Exit: ALT-F10
```

This employee was injured leaving the workplace. There were no
hours remaining in the duty day therefore, in this case, "LU' is
posted without hours.

Example: **Posting Injury with Traumatic Leave**

```
┌─ v2.1.63 ──────────────── TIMEKEEPER ENTRY ──────────────── 17.3 ─┐
│ TK   SUPV   EMP ID    NAME                        ORG      G/U   PPE DATE     │
│ 47   SS01   BOLDJ4646  BOLDEN, JENNIFER C         M2L1210  G    25-APR-1998   │
│             HOURS            CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED │
│ WORK DATE   TYPE HOURS       CODE    OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?   │
│ 13-APR-1998 LU    4.25  LEAVE                        0                          │
│ 13-APR-1998 RG    3.75  B02919                       0                          │
│ 14-APR-1998 LT    8.00  LEAVE                        0               0413        │
│ 15-APR-1998 LT    8.00  LEAVE                        0               0413        │
│                                                                                │
│  ------------------------------------------------------------------------      │
│      Org Chg Cd   Funds Available          Emp Chg Cd   Funds Available        │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│ Enter Supervisor Code. F4 = List                                               │
│ Count: *1                                                          <Insert>    │
│ Exit: ALT-F10                                                                  │
└────────────────────────────────────────────────────────────────────────────┘
```
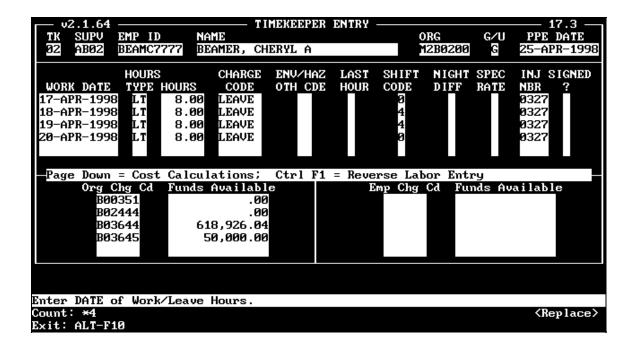
In this example the employee was injured during normal duty
hours on 13 Apr 1998 and was not able to report to work for the
next two days. The LT entry must include an injury number which
is the month and day the injury occurred.
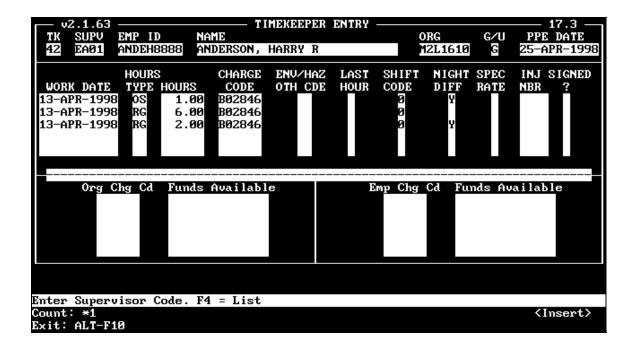
Example: **Posting Traumatic Leave on Regular Day Off**

```
── v2.1.64 ─────────────── TIMEKEEPER ENTRY ──────────── 17.3 ──
 TK  SUPV  EMP ID    NAME                           ORG      G/U   PPE DATE
 02  AB02  BEAMC7777 BEAMER, CHERYL A               M2B0200   G   25-APR-1998

            HOURS         CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC   INJ SIGNED
 WORK DATE  TYPE HOURS     CODE   OTH CDE  HOUR  CODE   DIFF  RATE   NBR   ?
 17-APR-1998 LT   8.00   LEAVE                     0                 0327
 18-APR-1998 LT   8.00   LEAVE                     4                 0327
 19-APR-1998 LT   8.00   LEAVE                     4                 0327
 20-APR-1998 LT   8.00   LEAVE                     0                 0327

─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry─────────
         Org Chg Cd  Funds Available           Emp Chg Cd  Funds Available
           B00351             .00
           B02444             .00
           B03644      618,926.04
           B03645       50,000.00



Enter DATE of Work/Leave Hours.
Count: *4                                                      <Replace>
Exit: ALT-F10
```

When traumatic leave is posted on the employee's day off, use a shift code of "4" for both graded and ungraded employees. This is the method used by DCPS to track the number of COP calendar days.

OVERTIME/COMPENSATORY TIME

Employees who work in excess of their normal TOD, 8 hours a day, 40 hours per week, are generally entitled to receive overtime pay or compensatory time off.
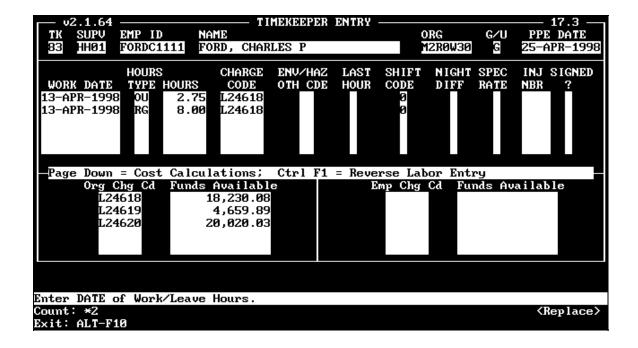
DCPS classifies overtime as scheduled or unscheduled as well as callback overtime. Scheduled overtime relates to work which is scheduled prior to the start of the employee's regular administrative work week. Unscheduled and callback overtime of course fails to meet this criteria. Callback overtime and comp time callback may be posted on a normal duty day when an employee is required to return to work following completion of a normal duty day.

Example: **Posting Scheduled Overtime and Night Differential**

```
— v2.1.63 ——————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK   SUPV   EMP ID     NAME                        ORG      G/U   PPE DATE
 42   EA01   ANDEH8888  ANDERSON, HARRY R           M2L1610   G   25-APR-1998

            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT  SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS      CODE   OTH CDE  HOUR  CODE   DIFF   RATE  NBR   ?
 13-APR-1998 OS   1.00     B02846                        0      Y
 13-APR-1998 RG   6.00     B02846                        0
 13-APR-1998 RG   2.00     B02846                        0      Y

 ---------------------------------------------------------------------------
        Org Chg Cd  Funds Available            Emp Chg Cd  Funds Available




 Enter Supervisor Code. F4 = List
 Count: *1                                                        <Insert>
 Exit: ALT-F10
```
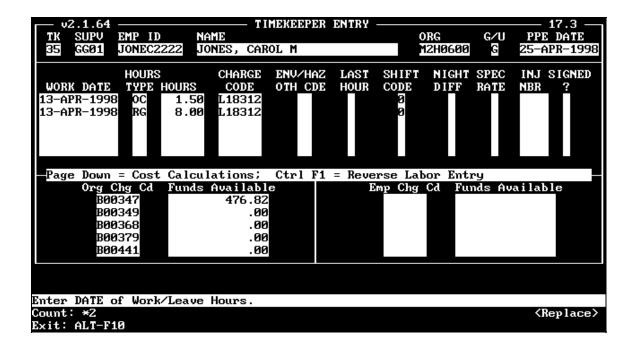
Employee is scheduled for 2 hours of night differential each day. Because overtime worked at the end of the day was scheduled, the employee is entitled to night differential pay for the overtime hours also.
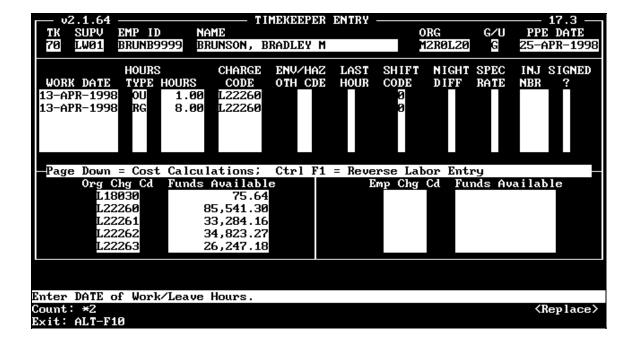
Example: **Posting Unscheduled Overtime**

```
— v2.1.64 ——————————— TIMEKEEPER ENTRY ——————————— 17.3 —
TK  SUPV  EMP ID    NAME                              ORG      G/U  PPE DATE
33  HH01  FORDC1111 FORD, CHARLES P                   M2R0W30  G    25-APR-1998

            HOURS              CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
WORK DATE   TYPE  HOURS        CODE    OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
13-APR-1998 OU    2.75         L24618                        0
13-APR-1998 RG    8.00         L24618                        0



—Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry
         Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
            L24618        18,230.08
            L24619         4,659.89
            L24620        20,020.03




Enter DATE of Work/Leave Hours.
Count: *2                                                          <Replace>
Exit: ALT-F10
```

This employee was required to work 2 hours and 45 minutes of
unscheduled overtime at the end of a normal workday.
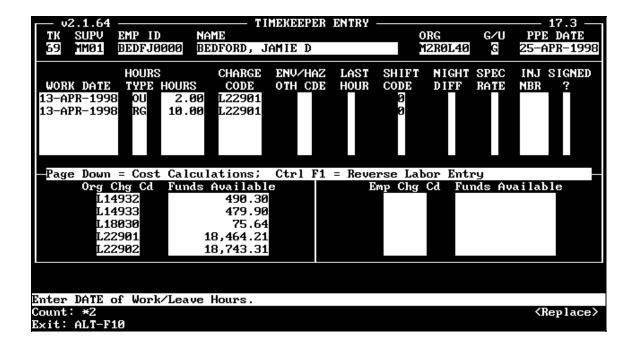
Example: **Posting Callback Overtime**

```
 — v2.1.64 ——————————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK  SUPV  EMP ID     NAME                            ORG       G/U   PPE DATE
 35  GG01  JONEC2222  JONES, CAROL M                  M2H0600   G    25-APR-1998

            HOURS            CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS       CODE    OTH CDE  HOUR  CODE   DIFF  RATE  NBR  ?
 13-APR-1998 OC    1.50      L18312                        0
 13-APR-1998 RG    8.00      L18312                        0



 —Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry————————————
        Org Chg Cd  Funds Available               Emp Chg Cd  Funds Available
           B00347          476.82
           B00349             .00
           B00368             .00
           B00379             .00
           B00441             .00



 Enter DATE of Work/Leave Hours.
 Count: *2                                                          <Replace>
 Exit: ALT-F10
```

This employee was called back to work after completing a regular workday. Post the exact number of overtime hours. DCPS will pay a minimum of 2 hours callback overtime.

Example: **Overtime for Part-Time Employee (6 Hour Tour)**

```
─ v2.1.64 ──────────────── TIMEKEEPER ENTRY ────────────────── 17.3 ─
 TK   SUPV   EMP ID    NAME                            ORG      G/U   PPE DATE
 70   LW01  BRUNB9999  BRUNSON, BRADLEY M              M2R0L20   G   25-APR-1998
─────────────────────────────────────────────────────────────────────────────
            HOURS         CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS     CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
13-APR-1998  OU    1.00  L22260                          0
13-APR-1998  RG    8.00  L22260                          0



─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry───────────────
         Org Chg Cd   Funds Available          Emp Chg Cd   Funds Available
           L18030            75.64
           L22260        85,541.30
           L22261        33,284.16
           L22262        34,823.27
           L22263        26,247.18


Enter DATE of Work/Leave Hours.
Count: *2                                                     <Replace>
Exit: ALT-F10
```

This part-time employee worked three unscheduled hours past their normal tour of 6 hours. Eight regular hours must be posted before overtime is authorized. Employee is entitled to overtime for work in excess of eight hours a day or their normal tour of duty whichever is <u>greater</u>.

Example: **Overtime for Part-Time Employee (10 Hour Tour)**

```
─ v2.1.64 ──────────── TIMEKEEPER ENTRY ────────────── 17.3 ─
TK  SUPV  EMP ID    NAME                         ORG      G/U  PPE DATE
59  MM01  BEDFJ0000  BEDFORD, JAMIE D             M2R0L40  G   25-APR-1998

            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
WORK DATE   TYPE HOURS     CODE    OTH CDE  HOUR  CODE   DIFF  RATE  NBR  ?
13-APR-1998 OU    2.00     L22901                        0
13-APR-1998 RG   10.00     L22901                        0




─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry────────
         Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
            L14932          490.30
            L14933          479.90
            L18030           75.64
            L22901       18,464.21
            L22902       18,743.31



Enter DATE of Work/Leave Hours.
Count: *2                                                    <Replace>
Exit: ALT-F10
```

This part-time employee worked two unscheduled hours past their normal tour of 10 hours. Since the scheduled tour is greater than eight hours, overtime is handled the same as for a full-time employee. The employee is entitled to 2 hours of overtime.

OTHER PREMIUM PAY

Employees working under environmental or hazardous conditions are entitled to additional pay depending on the condition under which the work is performed. See Appendix A for a list of environmental/hazard codes. Generally the premium applies to all hours paid for the day. However, under certain conditions, ungraded employees are paid the premium for actual exposure time.

The last hour indicator is required for <u>ungraded</u> employees working under an env/haz condition during the <u>last hour</u> of the <u>regular scheduled tour</u>. DCPS uses this indicator to determine the correct deduction for Federal Employees Group Life Insurance (FEGLI).

Graded employees are entitled to receive a 10 percent differential for <u>scheduled</u> work between 1800 and 0600 hours. Night differential is payable on overtime worked between these hours provided the overtime is scheduled in advance of the administrative work week.

Ungraded employees are entitled to additional pay for second and third shift work. When an ungraded employee is required by the activity to work a shift other than their normally scheduled shift, the employee is entitled to receive the higher of the two shift premiums. Power plant workers, however, are an exception to this rule. DCPS pays these employees in accordance with the appropriate rate schedule.

Full-time employees may receive premium pay for regularly scheduled Sunday hours. This also includes a work schedule that begins Saturday night and extends into Sunday.

Example: **Posting Environmental/Hazard - Full Day**

```
 ── v2.1.63 ──────────── TIMEKEEPER ENTRY ──────────── 17.3 ──
 TK  SUPV  EMP ID    NAME                              ORG      G/U   PPE DATE
 02  AB02  BELLJ8988 BELL, JINGLE                      M2B0300   U   25-APR-1998
 ──────────────────────────────────────────────────────────────────────────
           HOURS           CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE TYPE HOURS       CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
 13-APR-1998 RF   8.00     B00526     FF                  1

 ─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry───────────
           Org Chg Cd  Funds Available       Emp Chg Cd  Funds Available
              B00223             .00
              B00526        6,690.33
              B02241        3,235.20
              B04192          834.86
              B04193          185.54


 Enter DATE of Work/Leave Hours.
 Count: *1                                                   <Insert>
 Exit: ALT-F10
```

In this example, the graded employee spent the entire day
working around micro-organisms and was at a high degree of risk.
The entire 8 hour tour is posted with the env/haz code "FF".

Example: **Posting Environmental/Hazard - Partial Day**

```
── v2.1.63 ──────────────── TIMEKEEPER ENTRY ──────────────── 17.3 ──
 TK  SUPV  EMP ID    NAME                              ORG       G/U   PPE DATE
 02  BA01  DELOP3222 DELOACH, PATRICIA                 M2B0300   U   25-APR-1998
─────────────────────────────────────────────────────────────────────────────
            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS      CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
 13-APR-1998 RF   .50      B00526    EB           1
 13-APR-1998 RF  7.50      B00526                 1



─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry ───────────────
          Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
              B00223             .00
              B00526        6,690.33
              B02241        3,235.20
              B04192          834.86
              B04193          185.54


Enter DATE of Work/Leave Hours.
Count: *2                                                    <Insert>
Exit: ALT-F10
```

Here the employee spent 30 minutes in a "high work" situation. The actual time spent in the env/haz duty situation must be posted. In the example, .5 hours of actual exposure are posted but the employee will be paid for 8 hours of exposure. Graded employees are paid env/haz pay for all hours in a pay status.

Example: **Posting Env/Haz (Last Hour Ind)**

```
┌─ v2.1.64 ──────────────── TIMEKEEPER ENTRY ──────────────── 17.3 ─┐
│ TK   SUPV   EMP ID    NAME                        ORG      G/U   PPE DATE  │
│ 37   FK01   CATTF2124 CATT, FELIX                 M2L0540   U   25-APR-1998│
├───────────────────────────────────────────────────────────────────────────┤
│           HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED│
│ WORK DATE TYPE  HOURS     CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?   │
│ 24-APR-1998 RF    .50   L25497     EG      Y     1                         │
│ 24-APR-1998 RF   7.50   L25497                   1                         │
│                                                                           │
│                                                                           │
├─Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry─────────────┤
│        Org Chg Cd   Funds Available        Emp Chg Cd   Funds Available   │
│           L25496         1,200.00                                         │
│           L25497         1,300.57                                         │
│           L25656       493,196.12                                         │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│ Enter DATE of Work/Leave Hours.                                           │
│ Count: *2                                                     <Replace>    │
│ Exit: ALT-F10                                                             │
└───────────────────────────────────────────────────────────────────────────┘
```

This ungraded employee spent 30 minutes welding preheated materials (hours type EG). The session was in her last regularly scheduled hour of the pay period. Enter a "Y" in the last hour field.

The actual time spent in a env/haz situation must be posted. DCPS will pay the correct amount when regulations specify a minimum amount.

Example: **Posting Env/Haz with OT (Last Hour Ind)**

```
 — v2.1.63 —————————————— TIMEKEEPER ENTRY ——————————————— 17.3 —
 TK  SUPV  EMP ID    NAME                          ORG      G/U   PPE DATE
 70  LW01  ANSLB7733 ANSLEY, BRADY L               M2R0L20   U   25-APR-1998

           HOURS          CHARGE  ENV/HAZ LAST SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE TYPE HOURS      CODE   OTH CDE HOUR CODE   DIFF  RATE  NBR   ?
 13-APR-1998 OS    .25   L22260    FH      Y    1
 13-APR-1998 OS   1.75   L22260           Y    1
 13-APR-1998 RF    .25   L22260    FH      Y    1
 13-APR-1998 RF   7.75   L22260           Y    1

—Page Down = Cost Calculations;  Ctrl F1 = Reverse Labor Entry————————
        Org Chg Cd   Funds Available        Emp Chg Cd   Funds Available
         L18030            75.64
         L22260        85,541.30
         L22261        33,284.16
         L22262        34,823.27
         L22263        26,247.18



 Enter DATE of Work/Leave Hours.
 Count: *4                                                     <Insert>
 Exit: ALT-F10
```

In the example, the ungraded employee spent two 15 minute sessions in the pressure chamber. The first session was in the last <u>regularly scheduled</u> hour of the pay period. This entry requires a "Y" in the last hour field. The second session occurred at the beginning of the two hours of scheduled overtime. The last hour indicator is not completed in this case.

Actual hours of exposure to an env/haz condition are entered, but the employee will be paid the premium for 8 hours of regular time and 2 hours of overtime.

Example: **Posting Night Differential**

```
┌── v2.1.63 ──────────────── TIMEKEEPER ENTRY ──────────────── 17.3 ──┐
 TK  SUPV  EMP ID    NAME                          ORG      G/U   PPE DATE
 01        DILLA4848 DILLON, AMANDA                M2B0000   G   14-FEB-1998
├──────────────────────────────────────────────────────────────────────┤
           HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE TYPE HOURS      CODE    OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
 02-FEB-1998 RG   6.00    L09211                        0
 02-FEB-1998 RG   2.00    L09211                        0      Y

 ┌─────────────────────────────────────────────────────────────────────┐
 │- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - │
 └─────────────────────────────────────────────────────────────────────┘
      Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
         B00221             .00
         B00524             .00
         B01440          100.00
         L09204          158.19
         L09211          162.21

 Enter Y if hours receive a NIGHT DIFFERENTIAL PREMIUM.
 Count: *0                                          <List><Replace>
 Exit: ALT-F10
```

Night differential hours are identified by placing a "Y" in the night
diff field. Night differential hours require a separate line of posting
when the duty day begins prior to 6 p.m.

Example: **Posting Night Differential with Paid Leave**

```
┌── v2.1.63 ──────────── TIMEKEEPER ENTRY ─────────────── 17.3 ──┐
│ TK  SUPV  EMP ID      NAME                      ORG    G/U   PPE DATE │
│ 01  AD01  KEMPJ0111   KEMP, JACK                J200000  G  14-FEB-1998 │
│                                                                        │
│           HOURS           CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED │
│ WORK DATE TYPE HOURS       CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?    │
│ 12-FEB-1998 LA   6.00     LEAVE                     0                           │
│ 12-FEB-1998 LA   2.00     LEAVE                     0          Y                │
│                                                                        │
│ ──────────────────────────────────────────────────────────────────── │
│      Org Chg Cd   Funds Available          Emp Chg Cd  Funds Available │
│                                                                        │
│                                                                        │
│                                                                        │
└────────────────────────────────────────────────────────────────────┘
Enter Y if hours receive a NIGHT DIFFERENTIAL PREMIUM.
Count: *0                                          <List><Replace>
Exit: ALT-F10
```

Timekeepers should place a "Y" in the night differential field for paid leave when the employee has been scheduled to work night differential. DCPS will reverse the night differential hours in the leave conversion process if the employee is not entitled to this premium.

Example: **Posting Temporary Shift Override**

```
 — v2.1.63 ———————————— TIMEKEEPER ENTRY ——————————— 17.3 —
 TK  SUPV  EMP ID    NAME                            ORG       G/U  PPE DATE
 02  BA01  DILLF3977 DILLARD, FRANCES                M2B0000   U   14-FEB-1998

            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC   INJ SIGNED
 WORK DATE  TYPE HOURS     CODE    OTH CDE  HOUR  CODE   DIFF  RATE   NBR   ?
 09-FEB-1998 RS    8.00    L09204                        2

      Org Chg Cd  Funds Available            Emp Chg Cd  Funds Available
         B00221             .00
         B00524             .00
         B01440          100.00
         L09204          158.19
         L09211          162.21


 Enter SPECIAL SALARY RATE (blank, 1 or 2)
 Count: *0                                                       <Replace>
 Exit: ALT-F10
```

In this example, the employee was <u>required</u> to work the second
shift instead of her regularly scheduled first shift. Shift code "2"
matches the hours type of "RS" and overrides the scheduled first
shift. No work schedule change is required. Employee will be
paid the second shift premium.

Example: **Posting Temporary Shift Change - No Override**

```
┌─ v2.1.63 ──────────────── TIMEKEEPER ENTRY ───────────────── 17.3 ─┐
  TK  SUPV  EMP ID    NAME                          ORG      G/U   PPE DATE
  02  BA01  DILLF3977 DILLARD, FRANCES              M2B0000   U   14-FEB-1998
├────────────────────────────────────────────────────────────────────┤
            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS      CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
 09-FEB-1998 RS   8.00     L09204                   3

    ┌────────────────────────────────────────────────────────────┐
    Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
      B00221            .00
      B00524            .00
      B01440         100.00
      L09204         158.19
      L09211         162.21
└──────────────────────────────────────────────────────────────────────┘
Enter SPECIAL SALARY RATE (blank, 1 or 2)
Count: *0                                                     <Replace>
Exit: ALT-F10
```

Here an employee who normally works the third shift is required to temporarily "fill in" on the second shift. The hours type "RS" indicates the employee worked the second shift. However, shift code of "3" is used because the employee is entitled to the higher shift premium.

Example: **Sunday Premium on Saturday Night Work**

```
— v2.1.63 ——————————— TIMEKEEPER ENTRY ——————————— 17.3 —
TK  SUPV  EMP ID    NAME                              ORG      G/U   PPE DATE
02  BA01  DILLF3977 DILLARD, FRANCES                  M2B0000  U    14-FEB-1998

            HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
WORK DATE   TYPE HOURS      CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
08-FEB-1998 ST    8.00     L09204                        3




—Page Down = Employee Schedule
       Org Chg Cd  Funds Available          Emp Chg Cd  Funds Available
          B00221             .00
          B00524             .00
          B01440          100.00
          L09204          158.19
          L09211          162.21




Enter NUMBER OF HOURS WORKED (format 99.99).
Count: *0                                                    <Replace>
Exit: ALT-F10
```

This employee was scheduled to work the Saturday night shift
ending Sunday morning. To receive Sunday pay, a Sunday hours
type is entered on the day the shift began (Saturday) and the work
schedule must have a "Y" in the Sunday indicator field.

4.2.3   **TOUR OF DUTY EDITS (CURRENT PERIOD)**

SCREENS

Tour of Duty Edits
    (Screen 17.12)

PURPOSE

This screen is used to perform T&A and labor edits for the current pay period. Data is compared to either an employee or organizational work schedule record. Similar edits are performed by DCPS once data has been received by the payroll office. Transactions failing to pass the DCPS edits are rejected and corrections must then be made on-line by the CSR.

**HOW TO
GET THERE**

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Tour of Duty Edits

TIPS

- A message will appear on the screen when a fatal error is detected.

- Supervisors may access data for electronic signatures following successful completion of the edit process.

- Edits for new employees begin on the effective date entered in the Employee Work Day (Screen 17.4.1).

- Edits for departing employees end on the effective date entered in the Employee Work Day (Screen 17.4.1).

```
┌─ v2.1.23 ──────────── TOUR OF DUTY EDITS ─────────── 17.12 ─┐
│                     TIMEKEEPER CODE: 01                      │
│                                                      WORK    │
│EMP ID NO MESSAGE                             HRS     SCHED   │
│                ┌──────────────────────┐                     │
│                │  ENTER THE DATE FOR   │                     │
│                │     EDIT CHECK        │                     │
│                │  ┌────────────────┐   │                     │
│                │  └────────────────┘   │                     │
│                │    DD-MON-YYYY        │                     │
│                └──────────────────────┘                     │
│                                                             │
│         ─ F2 QUERY ──────────────────── F10 EXIT ─          │
└─────────────────────────────────────────────────────────────┘
Press <END> to run edits.
Count: *0                                          <Replace>
Exit: ALT-F10
```

FIELDS

_____

TIMEKEEPER   Required. Enter the appropriate
CODE   timekeeper code and press <End>.

                    Enter the calendar date through which
                    edits are to be performed when the
                    pop-up window appears.

**WHAT TO
DO NEXT**

Press <End> to start the edit process.

Press <PgDn> and then press the down arrow key to view additional error messages if required.

Correct data and rerun edit process as necessary.

4.2.4   **END OF MONTH (EOM) LABOR PROCESSING**

INTRODUCTION

An EOM processing option is available to record labor cost for a calendar month prior to the close of the pay period. Follow the procedures listed below to utilize this option.

PROCESSING STEPS

DATA ENTRY

Timekeepers should enter actual labor for all assigned employees through the last day of the calendar month. Labor estimates are not recommended due to the large number of required corrections. CEFMS will post to the proper accounting period provided that period remains open to accept transactions.

TOUR OF DUTY EDITS

Execute the TOD edits through the last day of the calendar month and correct any errors which may be detected. Run edit program as many times as necessary until all errors have been cleared. A successful completion of this process allows an authorized supervisor to access data through the date of the edit check.

ELECTRONIC SIGNATURE

Supervisors must electronically sign the labor data. Labor distribution will not process unsigned labor. The electronic signature is affixed for labor only. T&A is not signed until the end of the pay period.

LABOR
DISTRIBUTION

The labor distribution program is executed automatically via a scheduled chronograph (CRON) facility or may be initiated through a menu. Based on work dates, the program posts to the previous accounting period provided that period is open for transactions. This allows <u>actual</u> cost to be recorded through the end of a preceding month.

COMPLETING
THE PAY
PERIOD

Signed labor data will appear on screen 17.3 as illustrated below. Notice the "Y" in the last column. If corrections are necessary to signed labor data, use <Ctrl F1> to reverse then change entry as needed. Continue processing for the remainder of the pay period.

```
── v2.1.63 ──────────── TIMEKEEPER ENTRY ───────────── 17.3 ──
 TK   SUPV  EMP ID     NAME                        ORG      G/U   PPE DATE
 29   HA01  DILLJ6154  DILLON, JEAN P              M2N0100   G   25-APR-1998

         HOURS          CHARGE  ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE TYPE HOURS    CODE   OTH CDE  HOUR  CODE   DIFF  RATE  NBR    ?
 13-APR-1998 RG   8.00  B00293                         0                 Y
 14-APR-1998 RG   8.00  B00293                         0                 Y
 15-APR-1998 RG   8.00  B00293                         0                 Y
 16-APR-1998 RG   8.00  B00293                         0
 17-APR-1998 RG   8.00  B00293                         0
 ───────────────────────────────────────────────────────────────
       Org Chg Cd   Funds Available        Emp Chg Cd   Funds Available



 Enter Supervisor Code.  F4 = List
 Count: *1                                                      <Insert>
 Exit: ALT-F10
```

4.2.5   **TIME ENTRY (PRIOR PERIOD)**

SCREENS

Prior Period Correction
        (Screen 9.1.3)

PURPOSE

This screen allows timekeepers to correct T&A for prior periods.
Corrected data will be transmitted to DCPS for processing as
retroactive transactions. Adjustments to recorded labor will be
processed in CEFMS.

**HOW TO
GET THERE**

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Time and Attendance - Prior Period

                    or

Enter screen number 9.1.3.

TIPS

•   Query previous record and modify data as needed. DCPS
        requires corrected T&A be resubmitted for an entire day.

Original transactions will be replaced with the corrected
T&A.

- Press <Ctrl F2> to view original T&A.

- Press <Shift F5> to delete. After the last record for the day
  has been removed from the screen, a pop-up window will
  appear. Select Option 1 to delete previously entered
  corrections. Option 2 should be chosen only to replace
  previously reported T&A with no entry for the day. For
  example, 8 hours of overtime on an employee's regular day
  off is being replaced with no time as employee did not
  work. CEFMS will automatically place '**' in the hours type
  field. This code indicates to DCPS that T&A is being
  replaced with no corrected time.

- A carat at the left of the screen indicates a labor cost
  transfer has taken place and transaction cannot be
  reversed as originally entered. In this case, a DCPS on-line
  correction should be entered by the CSR and labor
  corrected via screen 17.13.

```
— v2.1.1 ——————————— PRIOR PERIOD CORRECTION ————————— 9.1.3 —
 TK  SUPV  EMP ID    NAME                             ORG      G/U  WORK DATE
 39  KL01  GLASS8381 GLASZ, SAMUEL R                  M2R0J00   G  09-FEB-1998

            HOURS          CHARGE   ENV/HAZ  LAST  SHIFT  NIGHT SPEC  INJ SIGNED
 WORK DATE  TYPE HOURS      CODE    OTH CDE  HOUR  CODE   DIFF  RATE  NBR   ?
 09-FEB-1998 LA   4.00    LEAVE                      0
 09-FEB-1998 RG   4.00    L23421                     0



—Page Down = Cost Calculations; Ctrl F2 = Original Entry——————————
       Org Chg Cd   Funds Available          Emp Chg Cd   Funds Available
         L10543        94,583.08
         L10544        63,671.52
         L23421         3,157.53



Enter TYPE OF WORK/LEAVE HOURS. <F4> = List
Count: *2                                                        <Insert>
Exit: ALT-F10
```

FIELDS

EMP ID   Enter employee's ID number.

WORK DATE   Enter work date to be corrected and press F3 to execute query.

**WHAT TO
DO NEXT**

Modify daily record as needed and press <End> to save changes.

4.2.6   **TOD EDITS (PRIOR PERIOD)**

SCREENS

Prior Period Tour of Duty Edits
    (Screen 9.1.6)

PURPOSE

This screen edits corrected T&A for prior pay periods. Total work
and leave hours must agree with the scheduled TOD for that
period.

**HOW TO
GET THERE**

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Timekeeper Functions
                Tour of Duty Edits - Prior Period

                or

Enter screen number 9.1.6.

TIPS

Successful completion of TOD edits, allows supervisors to access
data for electronic signature.

```
┌─ v2.1.0 ──────────── PRIOR PERIOD TOUR OF DUTY EDITS ────── 9.1.6 ─┐
│                      TIMEKEEPER CODE: 39                            │
├────────────────────────────────────────────────────────────────────┤
│                                                            WORK      │
│ EMP ID NO MESSAGE                                    HRS   SCHED     │
│ ┌─────┐ ┌──────────────────────────────────────┐ ┌─────┐ ┌─────┐  │
│ │     │ │        ┌───────────────────────┐      │ │     │ │     │  │
│ │     │ │        │  ENTER PPE DATE FOR    │      │ │     │ │     │  │
│ │     │ │        │     EDIT CHECK         │      │ │     │ │     │  │
│ │     │ │        │                        │      │ │     │ │     │  │
│ │     │ │        │    14-FEB-1998         │      │ │     │ │     │  │
│ │     │ │        │                        │      │ │     │ │     │  │
│ │     │ │        │    DD-MON-YYYY         │      │ │     │ │     │  │
│ │     │ │        └───────────────────────┘      │ │     │ │     │  │
│ │     │ │                                        │ │     │ │     │  │
│ └─────┘ └──────────────────────────────────────┘ └─────┘ └─────┘  │
│ ──────────── F2 QUERY ──────────────── F10 EXIT ─────────          │
└────────────────────────────────────────────────────────────────────┘
 Count: *0                                          <Insert>
 Exit: ALT-F10
```

FIELDS

TIMEKEEPER   Enter timekeeper code and press
CODE   <End>. Enter the pay period end date
                    and press <End> to execute the edit
                    program.

**WHAT TO
DO NEXT**

If errors are detected, correct erroneous data and return edit
process.

If no errors are encountered, user may enter 'Y' to approve
timesheets and press <End> to save.

4.3   **REPORTS**

INTRODUCTION

In this section, T&A and labor reports are discussed. Reports may be executed and printed on an as needed basis.

SCREENS

Time & Attendance Report
        (Screen 11.4.94)

Labor Cost Report with Certification (Timekeeper or Employee)
        (Screen 11.4.91A)

Reports Print/List/Delete Screen
        (Screen 11.7)

4.3.1   **TIME & ATTENDANCE REPORT**

SCREENS   _____

Time & Attendance Report
        (Screen 11.4.94)

PURPOSE   _____

This screen allows a user to generate a T&A Report. Reports
may be requested for a specific pay period by the timekeeping
group, supervisor code, or an employee.

HOW TO
GET THERE   _____

             ____

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Reports
                Time & Attendance Report

TIPS   _____

¥   Certified T&A reports are maintained by the local activity.

```
┌─ v2.1.8 ──────────────── REPORT SELECTION ──────────── 11.4.94 ─┐
│                    TIME & ATTENDANCE REPORT                      │
│  ┌───────────────────────────────────────────────────────────┐  │
│               Required:    │ Pay Period Ending Date: │       │   │
│                            ├─────────────────────────────────┤   │
│                            │ (B) Both certified and not      │   │
│    Enter Certification Type: (C) Certified only          █   │   │
│                            │ (N) Not Certified Only          │   │
│                            ├─────────────────────────────────┤   │
│         One or more of the 3  │ Timekeeper Code:  ███        │   │
│         criteria to the right │ Supervisor Code:    ██       │   │
│         may be entered:       │ Employee Id No:   █████       │   │
│                            └───────────────────────────────┘     │
│   PRINT/LIST WHEN PRODUCED: N   COPIES: 1   PRINTER: │        │  │
│                                                                  │
│      DAYS TO RETAIN PRINT FILE: 3      OK TO PROCEED? █           │
│                                              ──── <F10> EXIT ──── │
│                                                                  │
└──────────────────────────────────────────────────────────────────┘
Enter desired pay period ending date.
Count: *0                                              <Replace>
Exit: ALT-F10
```

FIELDS
_____

PAY PERIOD   Required. Enter the ending date of
ENDING DATE   the pay period desired.

CERTIFICATION   Required. Enter a "B" to receive both
TYPE   certified and non-certified data. Enter
                      "C" to receive only certified data or "N"
                      to receive non-certified data.

TIMEKEEPER   Optional. Enter timekeeper code if
CODE   only one is desired.

SUPERVISOR   Optional. Enter the supervisor code if
CODE   only one is desired.

EMPLOYEE   Optional. Enter the employee
ID NO   ID number if only one is desired.

PRINT/LIST WHEN PRODUCED	Generated. System generated but may be changed to "Y" to print immediately or "L" to list. "N" defers report until requested.
COPIES	Generated. System generated default is 1 but may be changed to obtain the number of copies desired.
PRINTER	Optional. Enter the printer name or leave blank for default. Press F4 for a list of printers.
DAYS TO RETAIN PRINT FILE	Generated. System generated but may be changed. Enter the number of days to retain the print file before automatic deletion.
OK TO PROCEED	Required. Enter "Y" to continue or "N" to quit.

WHAT TO DO NEXT

Press <Enter> to generate report.

ORGANIZATION: MILITARY ENG SECTION
NAME: JENNY E RAWLINGS   SSN: 100-01-5838   T&A THRU: 31-AUG-96

```
                        N                 N                 N                 N
DATE  DAY HRS TYPE S D  HRS TYPE S D  HRS TYPE S D  HRS TYPE S D  SUPV  TK
08/19 MON  8.00 RF  1                                            PD01  PD
08/20 TUE  8.00 RF  1                                            PD01  PD
08/21 WED  8.00 RF  1                                            PD01  PD
08/22 THU  8.00 RF  1                                            PD01  PD
08/23 FRI  8.00 RF  1                                            PD01  PD
08/24 SAT  4.00 OS  4                                            PD01  PD
08/26 MON  8.00 RF  1                                            PD01  PD
08/27 TUE  8.00 RF  1                                            PD01  PD
08/28 WED  8.00 LS  1                                            PD01  PD
08/29 THU  8.00 LS  1                                            PD01  PD
08/30 FRI  8.00 RF  1                                            PD01  PD
```

TOTAL= 84.00   REGUL= 64.00   OVERTIME= 4.00   P-LEAVE= 16.00   NP-LEAVE= 0.00

REMARKS:

                     /ELECTRONICALLY SIGNED BY/ PATRICIA DELOACH

4.3.2　　　　　　**LABOR COST REPORT WITH CERTIFICATION**
　　　　　　　　　　　　(TIMEKEEPER OR EMPLOYEE)

SCREENS　　　　　_____

Labor Cost Report with Certification (Timekeeper or Employer)
　　　(Screen 11.4.91A)

PURPOSE　　　　　_____

This screen allows a user to generate a Certified Labor Cost
Report. Reports may be requested for a specific pay period by
the timekeeping group, supervisor code, or an employee.

HOW TO
GET THERE　　　　　_____
　　　　　　　　　____

From the Main Menu, select:

Financial Management Functions
　　Financial Management
　　　　Labor/Payroll
　　　　　Reports
　　　　　　　Labor Cost Report with Certification
　　　　　　　(Timekeeper or Employee)

```
v2.1.6 ─────────────── REPORT SELECTION ─────────── 11.4.91A ┐

    ┌─────────────────────────────────────────────────────────┐
    │ LABOR COST REPORT WITH CERTIFICATION(TIMEKEEPER OR EMPLOYEE) │
    └─────────────────────────────────────────────────────────┘
                 TIMEKEEPER  CODE:   ▮

                 EMPLOYEE   CODE:   ▭

         PAY PERIOD ENDING DATE:    ▭

             LABOR CUTOFF DATE:     ▭


  PRINT/LIST WHEN PRODUCED: N   COPIES: 1   PRINTER: ▭

        DAYS TO RETAIN PRINT FILE: 3         OK TO PROCEED? ▮

                                            ─── <F10> EXIT ──

Enter a Timekeeper Code (<F4>=list) or leave blank and enter an Employee
Count: *0                                          <List><Replace>
Exit: ALT-F10
```

FIELDS _____

TIMEKEEPER   Optional. Enter the timekeeper code
CODE   to select a report by timekeeping group.

EMPLOYEE   Optional. Enter the employee
CODE   ID number to select a report by
                     employee.

PAY PERIOD   Required. Enter the ending date of
ENDING DATE   the labor report desired.

LABOR CUTOFF   Optional. Enter the ending date for
DATE   labor reporting.

PRINT/LIST   Generated. System generated but
WHEN   may be changed to "Y" to print
PRODUCED   immediately or "L" to list. "N"
                         defers report until requested.

COPIES   Generated. System generated default
                                is 1 but may be changed to obtain the
                                number of copies desired.

PRINTER   Optional. Enter the printer name or
                                leave blank for default. Press F4 for a
                                list of printers.

DAYS TO   Generated. System generated but
RETAIN   may be changed. Enter the number
PRINT FILE   of days to retain the print file before
                                automatic deletion.

OK TO   Required. Enter "Y" to continue
PROCEED   or "N" to quit.

**WHAT TO
DO NEXT**

Press <Enter> to generate report.

```
certlabr.2.1.6 072
M2                              LABOR COST REPORT WITH CERTIFICATION              DATE: 1996/08/14
                                                                                 TIME: 14:44:36
                        CORPS OF ENGINEERS TIME, ATTENDANCE AND LABOR (CETAL)             PAGE: 1
                            ** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA **


ORGANIZATION TITLE: MILITARY ENG SECTION
NAME: ALFORD W                        SSN: 200-02-9430
                                      FLSA: N   CUTOFF DATE IS:  08/31/96   PAY PERIOD ENDING: 08/31/96


CHARGE                                                                                WORK
 CODE   S HRS ND    18    19    20    21    22    23    24    25    26    27    28    29    30    31   ITEM    TK SUPV
B01026 0 RG                    6.00  6.00  6.00  6.00              8.00  8.00  8.00  8.00  8.00       I03800  PD PD01
B01026 0 RG   Y                2.00  2.00  2.00  2.00                                                I03800  PD PD01
B01026 0 SG                                            6.00                                          I03800  PD PD01
B01026 0 RG   Y                                        2.00                                          I03800  PD PD01


REGULAR=   80.00 OVERTIME=        P-LEAVE=        NP-LEAVE=        SP-RATE-HRS=
TOTAL HOURS=   80.00
*****************************************************************************************************************
```
```
ORGANIZATION TITLE: MILITARY ENG SECTION
NAME: HICKEY T                        SSN: 300-03-7364
                                      FLSA: E   CUTOFF DATE IS:  08/31/96   PAY PERIOD ENDING: 08/31/96


CHARGE                                                                                WORK
 CODE   S HRS ND    18    19    20    21    22    23    24    25    26    27    28    29    30    31   ITEM    TK SUPV
B01026 0 RF                                                        8.00  8.00  8.00  8.00  8.00       I03800  PD PD01
B01026 0 RT               8.00  8.00  8.00  8.00                                                     I03800  PD PD01
B01026 0 ST                                            8.00                                          I03800  PD PD01


REGULAR=   80.00 OVERTIME=        P-LEAVE=        NP-LEAVE=        SP-RATE-HRS=
TOTAL HOURS=   80.00
*****************************************************************************************************************
```
```
ORGANIZATION TITLE: MILITARY ENG SECTION
NAME: RAWLINGS J                      SSN: 100-01-5838
                                      FLSA: E   CUTOFF DATE IS:  08/31/96   PAY PERIOD ENDING: 08/31/96


CHARGE                                                                                WORK
 CODE   S HRS ND    18    19    20    21    22    23    24    25    26    27    28    29    30    31   ITEM    TK SUPV
B01026 1 RF         8.00  8.00  8.00  8.00  8.00                   8.00  8.00              8.00       I03800  PD PD01
B01026 4 OS                                            4.00                                          I03800  PD PD01
B01026 1 LS                                                                    8.00  8.00            LEAVE   PD PD01


REGULAR=   64.00 OVERTIME=    4.00 P-LEAVE=   16.00 NP-LEAVE=        SP-RATE-HRS=
TOTAL HOURS=   84.00
*****************************************************************************************************************
```

```
certlabr.2.1.6 072
M2                      LABOR COST REPORT WITH CERTIFICATION              DATE: 1996/08/14
                                                                         TIME: 14:44:36
                 CORPS OF ENGINEERS TIME, ATTENDANCE AND LABOR (CETAL)      PAGE: 1
                      ** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA **
                 SUPERVISOR'S CERTIFICATION PAGE FOR CERTIFIED LABOR REPORTS
LABOR-COST FROM : 08/18/96              LABOR-COST TO :  08/31/96
                               EMPLOYEE COUNT = 3


THE FOLLOWING EMPLOYEES LABOR-COST REPORTS ARE CERTIFIED AS CORRECT:

    ALFORD W
    HICKEY T
    RAWLINGS J


/ ELECTRONICALLY SIGNED BY / DELOACH, PATRICIA       JOB TITLE: SYSTEMS ACCOUNTANT        ON DATE: 14-AUG-96
FOR THESE WORK ITEMS:
I03800  MILITARY DESIGN BRANCH
LEAVE
```

4.3.3   **PRINT/LIST/DELETE REPORTS**

SCREENS

Reports Print/List/Delete Screen
     (Screen 11.7)

PURPOSE

This screen provides the capability to print, list or delete any
report that has been executed. Each executed report is listed in
the print queue with a report ID and a system generated sequence
number.

HOW TO
GET THERE

From the Main Menu, select:

Financial Management Functions
   Financial Management
      Labor Payroll
        Reports
          Print/List/Delete Generated Reports

```
┌─ v2.1.6 ──────────── REPORTS PRINT/LIST/DELETE SCREEN ──────────── 11.7 ─┐
│   Report    .Seq     Requested          Generated       Last Printed    Reten. │
├───────────────────────────────────────────────────────────────────────────┤
│ 30171    .139  05-SEP-1997 16:41 05-SEP-1997 16:41                      401 │
│ 30171    .140  08-SEP-1997 10:51 08-SEP-1997 10:51                      406 │
│ 56m      .081  05-SEP-1997 16:12 05-SEP-1997 16:13                      401 │
│ 56y_app  .064  05-SEP-1997 16:12 05-SEP-1997 16:12                      401 │
│ 56y_app  .065  06-SEP-1997 09:09 06-SEP-1997 09:09                      402 │
│ 56y_app  .066  08-SEP-1997 10:50 08-SEP-1997 10:50                      406 │
│ 56y_gl   .034  05-SEP-1997 16:12 05-SEP-1997 16:13                      401 │
│ 56y_gl   .035  06-SEP-1997 09:09 06-SEP-1997 09:09                      402 │
│ 58d      .012  05-SEP-1997 16:13 05-SEP-1997 16:16                      401 │
├─ <Ctrl - F1> View Miscellaneous Reports ──── <Ctrl - F2> View All Reports ─┤
├─ <F2> Enter Qry ── <F3> Refresh Screen ─ <Enter> Select Rpt ── <F10> Exit ─┤
│                           30171      .139 Elapsed Time Min: 0              │
│   Report Status: 0   Finished Successfully                                │
│   Report Params: M2~09~97~G~                                              │
│   Report Pages:          1               Printer Class:                   │
│   Actions: Print/List:              Copies: 1  Printer:                   │
│            Delete:                   Retention Days: 401                   │
└─ <F2> Enter Qry ── <F3> Refresh Screen ── <End> Start Action ── <F10> Exit ─┘
┌───────────────────────────────────────────────────────────────────────────┐
│ You may query on any enterable field.                                     │
│ Count:  9              v                            <List><Replace>        │
│ Exit: ALT-F10                                                             │
└───────────────────────────────────────────────────────────────────────────┘
```

FIELDS
_____

SELECTED REPORT   Required. Enter the report ID and
                  sequence number.

ACTIONS:

PRINT/LIST   Required. Enter "Y" to print now; "N" or
                  "L" to not print.

COPIES   Optional. Default value will be
                  displayed.

PRINTER   Optional. Default value provided.
                  Press F4 for list.

DELETE   Generated. Defaults to "N".

RETENTION   Generated. Defaults to "3"
DAYS   days.

**WHAT TO
DO NEXT**

Press <Enter> to start action.

4.4   **SUPERVISOR FUNCTIONS**

INTRODUCTION

The supervisory functions which follow include the electronic certification of time, attendance and labor, and the viewing and/or verification of historical records.

SCREENS

Current Period Time, Attendance & Labor Certification
        (Screen 17.7)

Payroll Verification View Screen
        (Screen 17.10)

Labor Verification View Screen
        (Screen 17.9.2)

Prior Period Time, Attendance and Labor Certification
        (Screen 9.1.4)

Prior Period Certification Summary View
        (Screen 9.1.4.1)

Retroactive Adjustments View Screen
        (Screen 9.1.5)

Retroactive Adjustments Summary View
        (Screen 9.1.5.2)

Supervisor Identification View Screen
        (Screen C1.2.1V)

4.4.1   **SUPERVISOR FUNCTIONS**
(CERTIFY CURRENT PERIOD TIME, ATTENDANCE & LABOR)

SCREENS
_____

Current Period Time, Attendance & Labor Certification
    (Screen 17.7)

PURPOSE
_____

This screen allows supervisors to review and approve current
period time, attendance and labor. Data is certified with an
electronic signature card.

Timekeepers may also view data on this screen prior to
certification.

HOW TO
GET THERE
    _____
    ___

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Supervisory Certification/Verification
                Supervisory Certification - Current
                Period

TIPS
_____

•   Notify timekeeper of detected errors prior to approving data.

- If desired, labor may be signed multiple times during the pay period. T&A is signed only once at the end of the period.

- Signed labor should process in the next labor distribution cycle.

```
┌─ v2.1.18 ── CURRENT PERIOD TIME, ATTENDANCE & LABOR CERTIFICATION ── 17.7 ─┐
│              █ TIMEKEEPER: █  SUPERVISOR CODE: ▐      ▌                      │
│                                                                             │
│  CHARGE   SHIFT HOURS                                     ALT RATE  DISPUTE  │
│  CODE     CODE  TYPE  HOURS     WORK DATE   EMPLOYEE NAME    IND    CHARGE   │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│  APPROVED BY: FRANCES DILLARD                        ON                      │
│ ─ <END> APPROVE TIMESHEETS ── <F2> QUERY ── <F3> RUN QUERY ── <F10> EXIT ─  │
│ └ <CTRL-F1> SUMMARY ──────── <CTRL-F2> VIEW REMARKS ──────── <F4> LIST ─┘   │
│                                                                             │
│ <F4> for a list of timekeepers with available labor or <F2> to query.      │
│ Count: *0                                                       <Replace>   │
│ Exit: ALT-F10                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

FIELDS

_____

TIMEKEEPER	Required. Press F4 and select the appropriate timekeeper/supervisor code combination.
	or
SUPERVISOR CODE	Press F2, enter timekeeper and supervisor code then press F3 to execute query.

NOTE: List screen will be blank when there are no records awaiting certification.

WHAT TO
DO NEXT

Review time, attendance, and labor data. For assistance:

Press F1 to view work item relation and description.

Press the down arrow or <Shift F2> keys to view more records.

Press the <Ctrl F1> keys to view summary information by employee.

Press <End> to approve/certify. An electronic signature card is required.

4.4.2   **SUPERVISOR FUNCTIONS**
                (VIEW OR VERIFY PAYROLL DATA)

SCREENS   _____

Payroll Verification View Screen
        (Screen 17.10)

PURPOSE   _____

This screen allows authorized individuals to view certified payroll records and perform data verification with an electronic signature card. A successful verification indicates data has not been altered in any way since the electronic signature was affixed. Verification of data integrity is optional.

HOW TO
GET THERE   _____

               ____

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Supervisory Certification/Verification
                View/Verify Time & Attendance

                    or

From the Main Menu, enter screen number 17.10.

TIPS   _____

- Supervisors, timekeepers and Payroll Liaison Officers (PLOs) are authorized to view T&A records.

TIMEKEEPER USERS GUIDE

- An electronic signature card is required for verification of data integrity.

```
┌─ v2.1.5 ──────────── PAYROLL VERIFICATION VIEW SCREEN ─────────── 17.10 ─┐
│     TIMEKEEPER: ▮   SUPERVISOR CODE: ▮▮   PAY PERIOD END DATE: ▮▮▮▮▮▮▮   │
├──────────────────────────────────────────────────────────────────────────┤
│ CHARGE SHFT HRS                        EMPLOYEE NAME        SPECIAL DISPUTE│
│  CODE  CODE TYPE HOURS   WORK DATE  LAST             FIRST    RATE  CHARGE │
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
│ │   │ │ │ │   │ │     │ │         │ │              │ │      │ │    │ │    ││
├──────────────────────────────────────────────────────────────────────────┤
│ APPROVED BY: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ON ▮▮▮▮▮▮▮▮                        │
│─ <PGDN> PAYROLL SUMMARY ─────────────────────────────────────────────────│
└─ <END> VERIFY TIMESHEET ── <ARROW DOWN> NEXT SET OF RECS ──────── <F10> EXIT ─┘

<F4> to list or query, <DN-ARROW> more signatures, or <PGDN> labor details.
Count: *0                                                         <Replace>
Exit: ALT-F10
```

FIELDS
_____

TIMEKEEPER CODE thru PAY PERIOD END DATE	Required. Press F4 and select the appropriate timekeeper, supervisor code and pay period end date. System populates supervisor code and pay period end date.

**WHAT TO
DO NEXT**

For more information:

Advance cursor to second block then press the down arrow
or <Shift F2> to view more records.

Press <PgDn> to view summary information by employee.

Press <End> to validate data. An electronic signature card
is required.

4.4.3   **SUPERVISOR FUNCTIONS**
                        (VIEW OR VERIFY LABOR DATA)

SCREENS

Labor Verification View Screen
        (Screens 17.9 and 17.9.2)

PURPOSE

These screens allow authorized individuals to view certified labor
records and perform data verification with an electronic signature
card. A successful verification indicates data has not been altered
in any way since the electronic signature was affixed. Verification
of data integrity is optional.

HOW TO
GET THERE

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Supervisory Certification/Verification
                View/Verify Labor

TIPS

- Supervisors, timekeepers and the PLOs are authorized to view labor records.

- An electronic signature card is required for verification of data integrity.

```
┌─ v2.1.2 ──────────── LABOR VERIFICATION VIEW SCREEN ──────────── 17.9.2 ─┐
│     TIMEKEEPER: KJ   SUPERVISOR CODE: KL01   PAY PERIOD END DATE: 05-JUL-1997│
│ ┌─────────────────────────────────────────────────────────────────────┐ │
│ │CHARGE SHFT HRS                        EMPLOYEE NAME          SPECIAL DISPUTE│
│ │ CODE  CODE TYPE HOURS  WORK DATE   LAST              FIRST    RATE   CHARGE │
│ │LEAVE  0   LM    8.00  01-JUL-1997 AASEN             J                 NA    │
│ │LEAVE  0   LM    8.00  02-JUL-1997 AASEN             J                 NA    │
│ │LEAVE  0   LM    8.00  03-JUL-1997 AASEN             J                 NA    │
│ │LEAVE  4   LM    8.00  04-JUL-1997 AASEN             J                 NA    │
│ │LEAVE  4   LM    8.00  05-JUL-1997 AASEN             J                 NA    │
│ │LEAVE  4   LM    8.00  01-JUL-1997 ADAMS             JUDY A            NA    │
│ │LEAVE  4   LM    8.00  02-JUL-1997 ADAMS             JUDY A            NA    │
│ │LEAVE  0   LM    8.00  03-JUL-1997 ADAMS             JUDY A            NA    │
│ │LEAVE  0   LM    8.00  04-JUL-1997 ADAMS             JUDY A            NA    │
│ │LEAVE  0   LM    8.00  05-JUL-1997 ADAMS             JUDY A            NA    │
│ └─────────────────────────────────────────────────────────────────────┘ │
│ APPROVED BY: KATHY W WILLIAMS                        ON 24-NOV-1997       │
│ ─ <PGDN>  LABOR SUMMARY ─────────────────────────────────────────────    │
│ ─ <END> VERIFY TIMESHEET ── <ARROW DOWN>  NEXT SET OF RECS ── <F10> EXIT ─│
└──────────────────────────────────────────────────────────────────────────┘
Enter pay period end date, <DN-ARROW> more signatures, or <PGDN> labor details.
Count: *0                                                       <Replace>
Exit: ALT-F10
```

Screen 17.9 returns signed data for the current pay
period; otherwise, screen 17.9.2 appears.

FIELDS

TIMEKEEPER thru PAY PERIOD END DATE	Required. Press F4 and select the appropriate timekeeper, supervisor code and pay period end date. System populates supervisor code and pay period end date.

**WHAT TO
DO NEXT**

For more information:

Advance cursor to second block then press the down arrow
or <Shift F2> to view more records.

Press <PgDn> to view summary information by employee.

Press <End> to validate data. An electronic signature card
is required.

4.4.4   **SUPERVISOR FUNCTIONS**
     (CERTIFY PRIOR PERIOD TIME, ATTENDANCE AND LABOR)

SCREENS   _____

Prior Period Time, Attendance and Labor Certification
     (Screen 9.1.4)

Prior Period Certification Summary View
     (Screen 9.1.4.1)

PURPOSE   _____

These screens allow supervisors to review and approve time,
attendance and labor corrections for prior pay periods.
Certification with an electronic signature card is required.

**HOW TO
GET THERE**   _____
                 ____

From the Main Menu, select:

Financial Management Functions
     Financial Management
          Labor/Payroll
               Supervisory Certification/Verification
                    Supervisory Certification - Prior Period

                         or

Enter screen number 9.1.4.

TIPS

- Notify timekeeper of detected errors prior to approving data.

```
┌── v2.1.1 ─PRIOR PERIOD TIME, ATTENDANCE AND LABOR CERTIFICATION ──── 9.1.4 ──┐
│ ■ TIMEKEEPER: 32  SUPERVISOR CODE: AB02   PAY PERIOD END DATE: 17-JAN-1998 │
│   CHARGE    SHIFT HOURS                                        ALT RATE DISPUTE │
│    CODE     CODE  TYPE   HOURS    WORK DATE      EMPLOYEE NAME     IND   CHARGE │
│ > B02241     0    RG     -8.00 12-JAN-1998 LEMONS, JANIE R              NA      │
│   LEAVE      0    LS      8.00 12-JAN-1998 LEMONS, JANIE R              NA      │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│   APPROVED BY: FRANCES DILLARD                      ON                         │
│ ─ <END> APPROVE TIMESHEETS ── <F2> QUERY ── <F3> RUN QUERY ──── <F10> EXIT ─   │
│ ── <<CTRL-F1> SUMMARY ──── <SHIFT-F2> NEXT SET OF RECS ──── <F4> LIST ─        │
│                                                                                │
│ Press F1 for charge code description.                                          │
│ Count: *2                                                          <Replace>    │
│ Exit: ALT-F10                                                                  │
└────────────────────────────────────────────────────────────────────────────┘
```

FIELDS

TIMEKEEPER thru SUPERVISOR CODE	Required. Press F4 and select the appropriate group of records or press F2, enter timekeeper and/or supervisor codes. Press F3 to execute query.
PAY PERIOD END DATE	Generated. The system populates pay period. The down arrow key may display additional periods awaiting signature.

TIMEKEEPER USERS GUIDE

**WHAT TO
DO NEXT**

For more information:

Press F1 to view work item description.

Press the down arrow or <Shift F2> to view more records.

Press <PgDn> to view summary information by employee.

or

Press <Ctrl F1>.

```
─ v.2.1.1 ─────── PRIOR PERIOD CERTIFICATION SUMMARY VIEW ──────── 9.1.4.1 ─
   TIMEKEEPER: 02  SUPERVISOR CODE: AB02  PAY PRD END DATE: 17-JAN-1998

        CHARGE      HOURS
        CODE        TYPE  SHIFT    EMPLOYEE NAME                HOURS
    >   B02241      RG    0        LEMONS, JANIE R              -8
        LEAVE       LS    0        LEMONS, JANIE R              8




  ─ <F2> ENTER QUERY ──── <F3> EXECUTE QUERY ───────────── <F10> EXIT ─
           0.00 TOTAL HOURS FOR EMPLOYEE LEMONS, JANIE R


Count: *2                                                  <Replace>
Exit: ALT-F10
```

Press <End> to approve/certify or <PgUp> to return to
previous page.

4.4.5   **SUPERVISOR FUNCTIONS**
                    (VIEW OR VERIFY RETROACTIVE ADJUSTMENTS)

SCREENS

Retroactive Adjustments View Screen
(Screen 9.1.5)

Retroactive Adjustments Summary View
(Screen 9.1.5.2)

PURPOSE

These screens allow authorized individuals to view retroactive
changes to certified time, attendance and labor records and to
perform data verification with an electronic signature card. A
successful verification indicates data has not been altered in any
way since the electronic signature was affixed. Verification of data
integrity is optional.

**HOW TO
GET THERE**

From the Main Menu, select:

Financial Management Functions
    Financial Management
        Labor/Payroll
            Supervisory Certification/Verification
                View/Verify Retroactive Adjustments

or

Enter screen number 9.1.5.

TIMEKEEPER USERS GUIDE

- Supervisors, timekeepers and the PLOs are authorized to view labor adjustment records.

- An electronic signature card is required for verification of data integrity.

```
v2.1.5 ──────────── RETROACTIVE ADJUSTMENTS VIEW SCREEN ────── 9.1.5 ──
  TIMEKEEPER: 02  SUPERVISOR CODE: AB02   PAY PERIOD END DATE: 14-FEB-1998

   CHARGE SHFT HRS                    EMPLOYEE NAME         ALT RATE DISPUTE
    CODE  CODE TYPE HOURS  WORK DATE  LAST          FIRST      IND   CHARGE
 > B02241  0   RG    4.00 11-FEB-1998 LEMONS        JANIE R          NA
   B02241  0   RG   -8.00 11-FEB-1998 LEMONS        JANIE R          NA
   LEAVE   0   LA    4.00 11-FEB-1998 LEMONS        JANIE R          NA




  APPROVED BY: FRANCES DILLARD                    ON 28-MAY-1998
  ─<PGDN> SUMMARY ──────────────────────────────────────────────────────
  ─ <END> VERIFY TIMESHEET ── <SHIFT-F2> NEXT SET OF RECS ──────── <F10> EXIT ─

PGDN for payroll summary. Shift <F2> for next set of records.
Count: *3                                                    <Replace>
Exit: ALT-F10
```

TIMEKEEPER thru PAY PERIOD END DATE	Required. Press F4 and select the appropriate timekeeper, supervisor code and pay period end date. System populates all remaining fields.

For more information:

Press the down arrow or <Shift F2> to view more records.

Press <PgDn> to view summary information by employee.

Press <PgDn>.

```
┌─ v2.1.1 ─────────── RETROACTIVE ADJUSTMENTS SUMMARY VIEW ──────── 9.1.5.2 ─┐
│   TIMEKEEPER: 32  SUPERVISOR CODE: AB02  PAY PERIOD END DATE: 14-FEB-1998 │
│                                                                          │
│    CHARGE    HOURS              EMPLOYEE NAME                             │
│    CODE      TYPE   SHIFT  LAST              FIRST      WORK DATE    HOURS │
│  > B02241    RG      0     LEMONS            JANIE R    11-FEB-1998  -4.00 │
│    LEAVE     LA      0     LEMONS            JANIE R    11-FEB-1998   4.00 │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│         .00 TOTAL HOURS FOR EMPLOYEE LEMONS              JANIE R          │
│  ─ <F2> ENTER QUERY ──────── <F3> EXECUTE QUERY ──────── <F10> EXIT ─     │
└──────────────────────────────────────────────────────────────────────────┘

Count: *2                                                        <Replace>
Exit: ALT-F10
```

Press <End> to validate data integrity or <PgUp> to return
to previous page.

4.4.6   **SUPERVISOR FUNCTIONS**
              (VIEW AUTHORIZED SUPERVISORS)

SCREENS

Supervisor Identification View Screen
      (Screen C1.2.1V)

PURPOSE

This screen provides a review of supervisors authorized to
electronically sign data by timekeeper/supervisor code
combination.

HOW TO
GET THERE

From the Main Menu, select:

Financial Management Functions
      Financial Management
            Labor/Payroll
                  Supervisory Certification/Verification
                        View Supervisor Identification

                              or

Enter screen number C1.2.1V.

TIPS

•   Notify the PLO when changes are required.

```
┌─ v2.4 ──────────── SUPERVISOR IDENTIFICATION VIEW SCREEN ──────── C1.2.1V ─┐
│                 TIMEKEEPER   SUPERVISOR   SUPERVISOR   PRIMARY SUPERVISOR   │
│                    CODE         CODE       ID NO          INDICATOR         │
│                    01          0682       WELBB0001                         │
│                    01          AD01       WELBB0001          Y              │
│                    01          AD01       ALEWJ5690                         │
│                    01          AD01       RICHR2557                         │
│                    01          BA01       WELBB0001                         │
│                    01          PPPP       RICHR2557                         │
│                    02          AD01       WELBB0001          Y              │
│                    02          BB01       WELBB0001                         │
│                    02          PPPP       DELOP8473                         │
│                    03          0682       WELBB0001          Y              │
│                    03          BC01       WELBB0001                         │
│                    03          BC01       RICHR2557                         │
│                    04          YR2K       WELBB0001                         │
│                                                                            │
└─ <SHIFT F2> ─ NEXT SET OF RECORDS ───────────────────── F10 EXIT ─┘

Count:  13        v                                            <Replace>
Exit: ALT-F10
```

WHAT TO
DO NEXT

Press F2, enter search criteria then press F3 to execute query.

or

Press the down arrow key until desired information is obtained.

APPENDIX A

TYPE HOUR CODES

TYPE HOUR CODES
QUICK REFERENCE

PAY TYPE CODES

RG - REGULAR, (GRADED)

RF - REGULAR, FIRST SHIFT (UNGRADED)

RS - REGULAR, SECOND SHIFT (UNGRADED)

RT - REGULAR, THIRD SHIFT (UNGRADED)

RX - REGULAR, EMERGENCY TIME

OS - OVERTIME, SCHEDULED

OU - OVERTIME, UNSCHEDULED

OX - OVERTIME, UNSCHEDULED EXCEPTION

OC - OVERTIME, CALLBACK

OA - ADDITIONAL FLSA HOURS

ON - OVERTIME SCHEDULED, NOT WORKED - COURT/MILITARY
       LEAVE/TRAUMATIC INJURY/DATE OF DEATH

SG - SUNDAY WORK, (GRADED)

SF - SUNDAY WORK, FIRST SHIFT (UNGRADED)

SS - SUNDAY WORK, SECOND SHIFT (UNGRADED)

ST - SUNDAY WORK, THIRD SHIFT (UNGRADED)

HG - HOLIDAY WORK, (GRADED)

HF - HOLIDAY WORK, FIRST SHIFT (UNGRADED)

HS - HOLIDAY WORK, SECOND SHIFT (UNGRADED)

HT - HOLIDAY WORK, THIRD SHIFT (UNGRADED)

HC - HOLIDAY WORK, CALLBACK

TYPE HOUR CODES
QUICK REFERENCE (Cont.)

LEAVE CODES - PAID

LA - ANNUAL

LB - ADVANCED ANNUAL

LC - COURT

LF - FORCED ANNUAL

LG - ADVANCED SICK

LH - HOLIDAY

LI - MILITARY, DC GUARD

LJ - SHORE

LK - HOME

LL - LAW ENFORCEMENT

LM - MILITARY

LN - ADMINISTRATIVE

LP - ANNUAL, RESTORED #3

LQ - ANNUAL, RESTORED #2

LR - ANNUAL, RESTORED #1

LS - SICK

LT - TRAUMATIC INJURY (COP)

LU - DATE OF TRAUMATIC INJURY

LV - EXCUSED ABSENCE

LW - EDUCATOR, IN-SCHOOL BREAKS

LX - NONWORK, PAID (DEATH OR SABBATICAL)

LY - TIME OFF AWARD (LEAVE)

TYPE HOUR CODES
QUICK REFERENCE (Cont.)

LEAVE CODES - NONPAID

KA - LWOP

KB - SUSPENSION

KC - AWOL

KD - OFFICE OF WORKERS' COMPENSATION PROGRAM (OWCP)

KE - FURLOUGH

KG - MILITARY FURLOUGH (CALLED TO ACTIVE DUTY)

COMPENSATORY CODES

CC - COMPENSATORY TIME CALLBACK

CE - COMPENSATORY TIME EARNED

CT - COMPENSATORY TIME TAKEN

CA - RELIGIOUS COMPENSATORY TIME TAKEN

CR - RELIGIOUS COMPENSATORY TIME EARNED

CD - CREDIT HOURS EARNED

CN - CREDIT HOURS TAKEN

TYPE HOUR CODES

ENVIRONMENTAL/HAZARD CODES
QUICK REFERENCE

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE)

			GS%	**WG%**
EA	-	FLYING	25	100
EB	-	HIGH WORK	25	25
EC	-	FLOATING TARGETS	-	15
ED	-	DIRTY WORK	-	4
EE	-	COLD WORK	-	4
EF	-	HOT WORK	4	4
EG	-	WELDING PREHEATED METALS	-	4
EH	-	MICRO-SOLDERING OR WIRE WELDING AND ASSEMBLY	-	4
EK	-	EXPOSURE TO HAZARDOUS WEATHER OR TERRAIN	25	25
EL	-	UNSHORED WORK	25	25
EM	-	GROUND WORK BENEATH HOVERING HELICOPTER	25	15
EN	-	HAZARDOUS BOARDING OR LEAVING OF SURFACE CRAFT	25	15
EP	-	CARGO HANDLING DURING LIGHTENING OPERATIONS	25	8
ER	-	DUTY ABOARD SURFACE CRAFT	25	15
ES	-	WORK AT EXTREME HEIGHTS	-	50
ET	-	FIBROUS GLASS WORK	-	6
EV	-	HIGH VOLTAGE ELECTRICAL ENERGY	-	50
EW	-	WELDING, CUTTING, OR BURNING IN CONFINED SPACES	-	6
FA	-	DUTY ABOARD SUBMERGED VESSEL	25	50
FB	-	EXPLOSIVES AND INCENDIARY MATERIAL - HIGH DEGREE	25	8

ENVIRONMENTAL/HAZARD CODES
QUICK REFERENCE (Cont.)

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE) (Cont.)

			GS%	**WG%**
FC	-	EXPLOSIVES AND INCENDIARY MATERIAL - LOW DEGREE	-	4
FD	-	POISONS (TOXIC CHEMICALS) - HIGH DEGREE	25	8
FE	-	POISONS (TOXIC CHEMICALS) - LOW DEGREE	-	4
FF	-	MICRO-ORGANISMS - HIGH DEGREE	25	8
FG	-	MICRO-ORGANISMS - LOW DEGREE	-	4
FH	-	PRESSURE CHAMBER AND CENTRI-FUGAL STRESS	25	8
FI	-	THERMAL-CHAMBER TEST	25	-
FK	-	WORK IN FUEL STORAGE TANKS	25	8
FL	-	FIREFIGHTING - HIGH DEGREE	25	25
FM	-	FIREFIGHTING - LOW DEGREE	25	8
FN	-	EXPERIMENTAL LANDING/RECOVERY EQUIPMENT TESTS	25	8
FP	-	LAND IMPACT OR PAD ABORT OF SPACE VEHICLES	25	8
FR	-	MASS EXPLOSIVES AND/OR INCENDIARY MATERIAL	-	4
FS	-	DUTY ABOARD AIRCRAFT CARRIER	25	4
FT	-	PARTICIPATING IN MISSILE LIQUID OR SOLID PROPULSION SITUATIONS	25	8
FU	-	DIVER-TENDER PAYS	-	100[1]
FV	-	ASBESTOS	8	8
FW	-	DIVING	25	175[2]

---

[1] 100% OF SECOND STEP OF A WG10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

[2] 175% OF SECOND STEP OF WG10 WILL BE PAID IN LIEU OF THE SCHEDULED RATE OF EMPLOYEE (UNLESS SCHEDULED RATE IS HIGHER).

ENVIRONMENTAL (GS - PAY STATUS/WG - ACTUAL EXPOSURE) (Cont.)

			GS%	WG%
FX	-	WORKING IN PRESSURIZED SONAR DOMES	8	-
FY	-	WORKING IN NONPRESSURIZED SONAR DOMES	4	-
FZ	-	EXPERIMENTAL PARACHUTE JUMPS	25	-

ENVIRONMENTAL (WG-POWER PLANT RATE SCHEDULE)

			WG%
E1	-	OVER HEIGHT WORK	100%
E2	-	SPRAY BOOTH OPERATION	$.50
E3	-	SANDBLASTING	$.20
E4	-	PAINT	TC Level I[3]
E5	-	CARPENTER	TC Level I[3]
E6	-	LIVE LINE MAINTENANCE	$2.00
F5	-	FIREFIGHTING	25%
F6	-	EXPLOSIVE HDL	25%

---

[3] TRADE CRAFT LEVEL I RATE OF PAY.

REPRESENTATIONAL CODES

BA   -   NEGOTIATIONS

BD   -   LABOR/MANAGEMENT RELATIONSHIP

BK   -   GRIEVANCE AND APPEALS

OFFICIAL TIME ALLOTTED EMPLOYEES FOR UNION AND OTHER REPRESENTA-TIONAL FUNCTIONS WILL BE REPORTED IN THE ENV/HZ/OTH FIELD.

FAMILY LEAVE CODES

DA   -   BIRTH OF SON/DAUGHTER OR CARE OF NEWBORN

DB   -   ADOPTION OR FOSTER CARE

DC   -   CARE FOR SPOUSE, SON, DAUGHTER, OR PARENT WITH A SERIOUS HEALTH CONDITION

DD   -   SERIOUS HEALTH CONDITION OF EMPLOYEE

FAMILY LEAVE CODES WILL BE REPORTED WITH THE APPLICABLE LEAVE CODES (LS, LA, LB, LG, KA, LP, LQ, LW, CT AND CN). THESE CODES, DA, DB, DC, AND DD WILL BE REPORTED IN THE ENV/HAZ/OTH FIELD.

TYPE HOUR CODES
EXPANDED REFERENCE

PAY TYPE CODES/DEFINITIONS

RG - STRAIGHT TIME PAY FOR GRADED EMPLOYEES REGARDLESS OF SCHEDULED HOURS WORKED.

RF - STRAIGHT TIME PAY FOR UNGRADED EMPLOYEES WHO WORK FIRST SHIFT.

RS - STRAIGHT TIME PLUS 7.5% SHIFT PAY FOR UNGRADED EMPLOYEES WHO WORK SECOND SHIFT.

RT - STRAIGHT TIME PLUS 10% SHIFT PAY FOR UNGRADED EMPLOYEES WHO WORK THIRD SHIFT.

RX - REGULAR - EMERGENCY TIME. MAY BE INPUT FOR EMPLOYEE WHEN SITUATION PRECLUDES RECEIPT OF ACTUAL T&A. MAY BE INPUT ON THE LOCAL HOLIDAY TABLE FOR ALL OF THE PAYROLL OFFICE, AN ACTIVITY, OR AN ORGANIZATION.

OS - SCHEDULED OVERTIME. ADDITIONAL WORK HOURS SCHEDULED IN ADVANCE, AS DEFINED IN FPM 610. GRADED EMPLOYEES' NIGHT DIFFERENTIAL, WHEN APPROPRIATE, IS PAYABLE ON SCHEDULED OVERTIME. UNGRADED EMPLOYEES' SHIFT DIFFERENTIAL ENTITLEMENT IS DETERMINED AND SET BY DCPS.

OU - UNSCHEDULED OVERTIME ON SCHEDULED WORKDAY. (ADDI-TIONAL HOURS OF WORK NOT SCHEDULED IN ADVANCE, AS DEFINED IN FPM 610). THIS CODE IS ALSO USED TO REPORT LAW ENFORCEMENT OFFICERS' ADDITIONAL HOURS WORKED FOR WHICH AN ANNUAL PREMIUM IS PAID FOR ADMINISTRATIVELY UNCONTROLLABLE HOURS. NIGHT DIFFERENTIAL FOR GRADED EMPLOYEES IS NOT PAYABLE ON UNSCHEDULED OVERTIME. SHIFT DIFFERENTIAL ENTITLEMENT FOR UNGRADED EMPLOYEES IS DETERMINED AND SET BY THE SYSTEM. THIS CODE MAY NOT BE USED ON A NONSCHEDULED WORKDAY UNLESS THE EMPLOYEE IS A FIREFIGHTER OR FIRE CHIEF, OR A FOREIGN NATIONAL FIREFIGHTER OR FIRE CHIEF. IF AN EMPLOYEE'S AWS CODE IS 3, 4, 5, OR 7, THIS CODE IS NOT PERMITTED UNLESS VALID REGULAR HOURS ARE ALSO REPORTED FOR THE SAME DAY. IF THE EMPLOYEE IS A LAW

ENFORCEMENT OFFICER OR ASSIGNED ANNUAL PREMIUM FOR ADMINISTRATIVELY UNCONTROLLABLE OVERTIME, THIS CODE MAY BE USED ON ANY DAY OF THE PAY PERIOD REGARDLESS OF AWS CODE.

OX - UNSCHEDULED OVERTIME EXCEPTION. THIS CODE CAN BE USED ON A NONSCHEDULED WORKDAY. THIS CODE IS ALSO USED TO REPORT OVERTIME FOR EMPLOYEES ON AN INTERMITTENT WORK SCHEDULE.

OC - UNSCHEDULED CALLBACK OVERTIME. ADDITIONAL HOURS OF WORK NOT SCHEDULED IN ADVANCE, AS DEFINED IN FPM 610, ON A DAY WHEN WORK WAS NOT SCHEDULED. THIS CODE IS ALSO USED TO REPORT ADDITIONAL HOURS OF WORK FOR AN EMPLOYEE *REQUIRED* TO RETURN TO HIS PLACE OF WORK. THE ACTUAL TIME WORKED MUST BE ENTERED. THE SYSTEM WILL DETERMINE THE DIFFERENCE BETWEEN THE ACTUAL TIME WORKED ON CALLBACK AND THE TWO HOUR MINIMUM ENTITLE-MENT UNDER TITLE 5 AND WILL PAY ACCORDINGLY. THE SYSTEM WILL DETERMINE WHICH SHIFT IS PAYABLE TO UNGRADED EMPLOYEES WHO WORK OVERTIME CALLBACK HOUR MINIMUM ENTITLEMENT UNDER TITLE 5 AND WILL PAY ACCORDINGLY. THE SYSTEM WILL DETERMINE WHICH SHIFT IS PAYABLE TO UNGRADED EMPLOYEES WHO WORK OVERTIME CALLBACK.

OA - ADDITIONAL FLSA HOURS. THIS CODE IS USED WHEN THE HOURS ARE CONSIDERED "HOURS OF WORK" UNDER FLSA ONLY. THIS INCLUDES TIME SPENT TRAVELING DURING REGULAR HOURS OF WORK ON A NONWORKDAY; LAW ENFORCEMENT OFFICERS' LUNCH PERIODS; THE EIGHT HOURS SET ASIDE FOR EATING AND SLEEPING FOR FIREFIGHTERS WHO WORK AN ADDITIONAL SHIFT WHERE THE $\frac{2}{3}$ RULE IS APPLICABLE (THE OTHER 16 HOURS PAYABLE ARE REPORTED AS OX OR OU).

ON - OVERTIME SCHEDULED BUT NOT WORKED. THIS ENTITLEMENT EXISTS WHEN AN EMPLOYEE WAS UNABLE TO WORK SCHEDULED OVERTIME BECAUSE OF MILITARY LEAVE, COURT LEAVE, TRAUMATIC INJURY LEAVE, OR ON DATE OF DEATH.

SG - SUNDAY PAY FOR FULL-TIME GRADED EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY DURING THE ADMINISTRATIVE WORKWEEK. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

SF - SUNDAY PAY FOR FULL-TIME UNGRADED FIRST SHIFT EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

SS - SUNDAY PAY, INCLUDING SHIFT DIFFERENTIAL, FOR FULL-TIME UNGRADED SECOND SHIFT EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

ST - SUNDAY PAY, INCLUDING SHIFT DIFFERENTIAL, FOR FULL-TIME UNGRADED THIRD SHIFT EMPLOYEES WHEN SUNDAY IS A REGULARLY SCHEDULED WORKDAY. T&A WILL EDIT TO ENSURE THAT SUNDAY PREMIUM IS PAYABLE TO THIS EMPLOYEE.

HG - HOLIDAY PAY FOR GRADED EMPLOYEES WHO WORK ON THE HOLIDAY.

HF - HOLIDAY PAY FOR UNGRADED FIRST SHIFT EMPLOYEES WHO WORK ON THE HOLIDAY.

HS - HOLIDAY PAY PLUS SHIFT DIFFERENTIAL FOR UNGRADED SECOND SHIFT EMPLOYEES WHO WORK ON THE HOLIDAY.

HT - HOLIDAY PAY PLUS SHIFT DIFFERENTIAL FOR UNGRADED THIRD SHIFT EMPLOYEES WHO WORK ON THE HOLIDAY.

HC - HOLIDAY WORK CALLBACK DURING REGULARLY SCHEDULED WORK HOURS. THE ACTUAL TIME WORKED MUST BE ENTERED TO ENSURE CORRECT CALCULATION OF PAY. DCPS WILL DETERMINE THE DIFFERENCE BETWEEN THE ACTUAL TIME WORKED ON CALLBACK AND THE TWO HOUR MINIMUM ENTITLEMENT UNDER TITLE 5 AND WILL PAY ACCORDINGLY. DCPS WILL DEFAULT TO THE SHIFT CODE ASSIGNED UNLESS A TEMPORARY SHIFT OVERRIDE IS INPUT.

TYPE HOUR CODES
EXPANDED REFERENCE (Cont.)

> **NOTE:** IF AN EMPLOYEE IS SCHEDULED TO WORK ON A SUNDAY, WHICH IS ALSO THE EMPLOYEE'S HOLIDAY, THE **HOLIDAY PAY TYPE CODE (H) IS INPUT IN LIEU OF THE SUNDAY PAY TYPE CODE (S).** DCPS WILL PAY BOTH THE SUNDAY AND THE HOLIDAY.

LEAVE CODES - PAID/DEFINITIONS

LA - ANNUAL LEAVE. THIS CODE CAN ALSO BE USED TO ADVANCE ANNUAL LEAVE. IF THE ORGANIZATION HAS BLANKET LEAVE AUTHORIZED, A "3" IS SET IN THE BLANKET LEAVE ADVANCE INDICATOR OF THE ORGANIZATION RECORD OR IF AN EMPLOYEE HAS A PREAUTHORIZED ADVANCE LEAVE AMOUNT, A "2" IS SET IN THE BLANKET LEAVE ADVANCE INDICATOR. THIS CODE, WHEN USED WITH AN INJURY NUMBER, WILL BE COUNTED AS ONE (1) DAY OF COP.

> **NOTE:** FOR EMPLOYEES ON DONATED LEAVE FOR "FAMILY", THIS CODE MUST BE INPUT AND DCPS WILL CONVERT TO DONATED.

LB - ADVANCED ANNUAL LEAVE. THIS CODE IS USED IF AN ACTIVITY HAS APPROVED ADVANCED ANNUAL LEAVE COMING IN ON THE SDA. A "1" IS SET IN THE BLANKET LEAVE ADVANCE INDICATOR OF THE ORGANIZATION RECORD.

LC - COURT LEAVE.

LF - FORCED ANNUAL LEAVE. THE USAGE OF THIS CODE IS THE SAME AS FOR REGULAR ANNUAL LEAVE (CODE LA). THIS CODE GIVES MANAGEMENT THE OPTION OF DISTINGUISHING BETWEEN ANNUAL LEAVE DIRECTED TO BE TAKEN AND ANNUAL LEAVE USED AT THE REQUEST OF THE EMPLOYEE.

LG - ADVANCED SICK LEAVE.

LH - HOLIDAY LEAVE. FIREFIGHTERS ARE NOT ELIGIBLE FOR HOLIDAYS. FIRE CHIEFS/INSPECTORS MAY BE ENTITLED TO HOLIDAY LEAVE, BUT THE SYSTEM WILL NOT GENERATE NOR DISPLAY THE "LH" FOR THAT DAY.

LI   -   DC GUARD - MILITARY LEAVE. FOR MEMBERS OF THE NATIONAL GUARD OF THE DISTRICT OF COLUMBIA FOR ALL DAYS OF PARADE OR ENCAMPMENT.

LJ   -   SHORE LEAVE.

LK   -   HOME LEAVE.

LL   -   LAW ENFORCEMENT LEAVE.

LM   -   MILITARY LEAVE.

LN   -   ADMINISTRATIVE LEAVE.

LP   -   RESTORED ANNUAL LEAVE ACCOUNT #3. IF THE EMPLOYEE'S ANNUAL LEAVE BALANCE IS INSUFFICIENT TO COVER REPORTED ANNUAL LEAVE AND RESTORED ANNUAL LEAVE ACCOUNTS #1 AND #2 ARE INSUFFICIENT, DCPS WILL DEFAULT TO THIS CODE. AT THE END OF THE LEAVE YEAR ANY REMAINING BALANCE WILL BE MOVED TO LEAVE CODE LQ.

LQ   -   RESTORED ANNUAL LEAVE ACCOUNT #2. IF THE EMPLOYEE'S ANNUAL LEAVE BALANCE IS INSUFFICIENT TO COVER REPORTED ANNUAL LEAVE AND RESTORED ANNUAL LEAVE ACCOUNT #1 IS INSUFFICIENT, DCPS WILL DEFAULT TO THIS CODE. AT THE END OF THE LEAVE YEAR ANY REMAINING BALANCE WILL BE MOVED TO LEAVE CODE LR.

LR   -   RESTORED ANNUAL LEAVE ACCOUNT #1. THIS IS THE OLDEST ACCOUNT IN THE EMPLOYEE'S LEAVE RECORD. THE RESTORED BALANCE IN THIS ACCOUNT SHOULD BE USED FIRST. WHEN THE ANNUAL LEAVE BALANCE IS INSUFFICIENT TO COVER ANNUAL LEAVE REPORTED VIA TIME AND ATTENDANCE, DCPS WILL DEFAULT TO THIS CODE. AT THE END OF THE LEAVE YEAR, ANY BALANCE REMAINING IN THIS ACCOUNT WILL BE FORFEITED AND CANNOT BE RESTORED.

LS   -   SICK LEAVE. THIS CODE CAN ALSO BE USED TO ADVANCE SICK LEAVE IF EMPLOYEE HAS PREAUTHORIZED AMOUNT SET IN MASTER LEAVE HISTORY RECORD AND NO SICK LEAVE IS

AVAILABLE. THIS CODE WHEN USED WITH AN INJURY NUMBER WILL BE COUNTED AS ONE (1) DAY OF COP.

NOTE: FOR EMPLOYEES ON DONATED LEAVE FOR "SELF" THIS CODE MUST BE INPUT AND DCPS WILL CONVERT TO DONATED.

LT   -   ABSENCE BECAUSE OF A TRAUMATIC INJURY COVERED UNDER THE PROVISIONS OF CONTINUATION OF PAY (COP). REQUIRES INJURY NUMBER (MMDD). DO NOT USE ON DATE OF INJURY. (SEE HOUR TYPE "LU" BELOW.)

LU   -   DATE OF INJURY. HOURS OF NONWORK DUE TO TRAUMATIC INJURY, CHARGEABLE TO ADMINISTRATIVE LEAVE. DO NOT USE AFTER DATE OF INJURY. (SEE HOUR TYPE "LT" ABOVE.) DO NOT USE INJURY NUMBER. MAY BE REPORTED WITHOUT HOURS IF APPLICABLE.

LV   -   EXCUSED ABSENCE ON A REGULARLY SCHEDULED WORKDAY SUCH AS EXCUSED ABSENCE DUE TO TARDINESS. EMPLOYEE MAY BE EXCUSED FOR TARDINESS UNDER TITLE 5, BUT THE PERIOD EXCUSED IS NOT INCLUDABLE UNDER FLSA.

LW   -   EDUCATOR'S NONWORK DAY DURING THE SCHOOL YEAR. SCHOOL BREAKS SUCH AS CHRISTMAS AND THANKSGIVING WHEN THEY ARE NOT WORKING BUT RECEIVE PRORATED PAY.

LX   -   PERIODS OF NONWORK WHICH ARE PAYABLE UNDER TITLE 5 SUCH AS DATE OF DEATH, OR SABBATICAL. IF EMPLOYEE STATUS CODE EQUALS "V" FOR SABBATICAL LEAVE, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN.

LY   -   TIME OFF AWARD (LEAVE) GIVEN IN LIEU OF CASH AWARD (UP TO 80 HOURS PER YEAR).

LEAVE CODES - NONPAID/DEFINITIONS

KA - LEAVE WITHOUT PAY. IF THE EMPLOYEE STATUS CODE EQUALS "L" FOR EXTENDED LWOP, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN.

KB - SUSPENSION. IF THE EMPLOYEE STATUS CODE EQUALS "B" FOR SUSPENSION, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS MAY NOT BE OVERRIDDEN.

KC - AWOL

KD - OWCP. EMPLOYEE IS IN A NONPAY STATUS DUE TO RECEIVING COMPENSATION FROM THE OFFICE OF WORKER'S COMPENSATION PROGRAMS. IF EMPLOYEE STATUS CODE EQUALS "W" FOR EXTENDED OWCP, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN. LEAVE IS ACCRUED/PRORATED IN ACCORDANCE WITH THE FPM. THESE NONPAY HOURS ARE NOT INCLUDED IN THE NONPAY HOURS USED FOR LEAVE ACCRUAL REDUCTION OR COUNTED IN THE HOURS OF NONPAY USED FOR WITHIN GRADE INCREASES.

KE - FURLOUGH - LACK OF WORK. IF EMPLOYEE STATUS CODE EQUALS "F" FOR FURLOUGH, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN.

KG - MILITARY FURLOUGH. IF EMPLOYEE STATUS CODE EQUALS "M" FOR MILITARY FURLOUGH, T&A WILL GENERATE THIS CODE. IF GENERATED, THIS CODE MAY NOT BE OVERRIDDEN. LEAVE IS ACCRUED/PRORATED IN ACCORDANCE WITH THE FPM. THESE NONPAY HOURS ARE NOT INCLUDED IN THE NONPAY HOURS USED FOR LEAVE ACCRUAL REDUCTION OR COUNTED IN HOURS OF NONPAY USED FOR WITHIN GRADE INCREASES.

COMPENSATORY CODES/DEFINITIONS

CC - COMPENSATORY TIME CALLBACK. INPUT THE ACTUAL TIME WORKED. IF LESS THAN THE 2 HOUR MINIMUM, DCPS WILL CALCULATE THE DIFFERENCE BETWEEN ACTUAL TIME AND 2

HOURS FOR PAY PURPOSES AS APPLICABLE AND WILL RECORD 2 HOURS TO THE COMPENSATORY TIME BALANCE.

CE - COMPENSATORY TIME EARNED.

CT - COMPENSATORY TIME TAKEN.

CA - RELIGIOUS COMPENSATORY TIME TAKEN. THIS CODE WILL REDUCE ANY AVAILABLE EARNED RELIGIOUS TIME BALANCE. IF NO BALANCE OF EARNED HOURS IS AVAILABLE, UP TO 40 HOURS WILL BE ADVANCED.

CR - RELIGIOUS COMPENSATORY TIME EARNED.

CD - CREDIT HOURS EARNED. EMPLOYEE MUST HAVE AN ALTERNATE WORK SCHEDULE OF 1 - 5, D OR E, AND BE APPROVED AT ACTIVITY LEVEL. MAXIMUM OF 24 HOURS UPON ACTIVITY APPROVAL. ANY SEPARATION PAYMENT WILL BE AT STRAIGHT TIME.

CN - CREDIT HOURS USED.

APPENDIX B

OTHER TIME AND ATTENDANCE CODES

SHIFT CODES

0 - GRADED EMPLOYEE

1 - FIRST SHIFT - UNGRADED EMPLOYEE

2 - SECOND SHIFT - UNGRADED EMPLOYEE

3 - THIRD SHIFT - UNGRADED EMPLOYEE

4 - ROTATING SHIFT - UNGRADED EMPLOYEE *AND* LM, LT, AND LU TYPE HOUR CODES ON RDO DAYS.[4]

J[5] - OCONUS ENTITLEMENT

---

[4] FOR GRADED *AND* UNGRADED EMPLOYEES TO BE INPUT IN TMP SFT FIELD FOR TYPE HOUR CODES OF LM (MILITARY LEAVE), LT (TRAUMATIC INJURY), AND LU (DAY OF INJURY) ON REGULAR DAYS OFF (RDO).

[5] ANY ALPHA NUMERIC CODE (EXCLUDING 0-4) MAY BE DESIGNATED FOR OVERSEAS ENTITLEMENT COSTING OF LABOR.

WORK SCHEDULE CODES

F   -   FULL-TIME

G   -   FULL-TIME SEASONAL

H   -   FULL-TIME ON CALL

I   -   INTERMITTENT

J   -   INTERMITTENT SEASONAL

P   -   PART-TIME

Q   -   PART-TIME SEASONAL

R   -   PART-TIME ON CALL

S   -   PART-TIME JOB SHARER

T   -   PART-TIME SEASONAL JOB SHARER

T&A STATUS CODES

A   -   ACTIVE

P[6]   -   PENDING SEPARATION

X[7]   -   DECEASED

---

[6]   THE EFFECTIVE DATE OF THE STATUS CHANGE MUST BE THE EMPLOYEE'S DATE OF SEPARATION (LAST DAY OF WORK).

[7]   THE EFFECTIVE DATE OF THE STATUS CHANGE MUST BE THE DATE OF THE EMPLOYEE'S DEATH.

TEMPORARY POSITION CODES

A - 89 DAYS OR LESS

B - 90 DAYS TO LESS THAN ONE YEAR

C - ONE YEAR OR GREATER

EMPLOYEE TYPE CODES

B - SENIOR EXECUTIVE SERVICE (SES)

C - CONSULTANT/EXPERT (INTERMITTENT WITH A DAILY PAY RATE)

D - PHYSICIAN

E - EXECUTIVE

F - (U.S. - FIRE PROTECTION PERSONNEL WITH 112, 120 OR 144 HOURS SCHEDULED PER PAY PERIOD)

H - FUTURE USE - SECTION 6 TEACHERS

L - LAW ENFORCEMENT OFFICER

P - PROFESSOR/FACULTY EMPLOYEES (ACCELERATED FEHB DEDUCTIONS)

R - REGULAR - GRADED AND UNGRADED EMPLOYEES

S - STANDBY PREMIUM

T - DODDS TEACHERS OR PRINCIPALS

U - ADMINISTRATIVE UNCONTROLLABLE OVERTIME ANNUAL PREMIUM

V - TITLE 32/NATIONAL GUARD TECHNICIANS

W - FOREIGN NATIONAL - REGULAR

X - FOREIGN NATIONAL - FIRE PROTECTION PERSONNEL WITH 112, 120 OR 144 HOURS SCHEDULED PER PAY PERIOD.

APPENDIX C

ALTERNATE WORK SCHEDULE (AWS) CODES

ALTERNATE WORK SCHEDULE (AWS) CODES
QUICK REFERENCE FOR FULL-TIME EMPLOYEES

0 - NOT ON AWS

1 - FLEXITOUR[8]

2 - GLIDING SCHEDULE[8]

3 - VARIABLE DAY SCHEDULE[8]

4 - VARIABLE WEEK SCHEDULE[8]/[9]
   (Employee Request)

5 - MAXIFLEX WORK SCHEDULE[8]/[9]
   (Employee Request)

6 - COMPRESSED WORK SCHEDULE[9]
   (80 Hours Biweekly)

7 - FIRST FORTY[9]

8 - COMPRESSED WORK SCHEDULE[9]
   (40 Hours Weekly)

D - VARIABLE WEEK SCHEDULE[8]/[9]
   (Activity Request)

E - MAXIFLEX WORK SCHEDULE[8]/[9]
   (Activity Request)

---

[8]   SCHEDULE PERMITS USE OF CREDIT HOURS AT ACTIVITY DISCRETION.

[9]   SCHEDULE ALLOWS FEWER THAN 10 WORKDAYS IN THE BIWEEKLY PERIOD.

ALTERNATE WORK SCHEDULE (AWS) CODES
QUICK REFERENCE FOR FULL-TIME EMPLOYEES (Cont.)

CODE	IN/OUT TIME	HOURS IN DAY	HOURS IN WEEK	HOURS BIWEEKLY
0	SET	8/9*/12*/24*	40/56*/60*	80/112*/120*/144*
1	SET	8	40	80
2	VARIES	8	40	80
3	VARIES	VARIES	40	80
4	VARIES	VARIES	VARIES	80
5	VARIES	VARIES	VARIES	80
6	SET	SET	VARIES	80
7	VARIES	VARIES	40	80
8	SET	SET	40	80
D	VARIES	VARIES	VARIES	80
E	VARIES	VARIES	VARIES	80

*   FIRE CHIEF/FIRE INSPECTOR/FIREFIGHTER.

ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE

<u>NOTE</u>:   THE BRIEF DEFINITIONS BELOW ARE FOR FULL-TIME EMPLOYEES. SEE FPM 610 FOR A COMPLETE DESCRIPTION FOR BOTH FULL-TIME AND PART-TIME EMPLOYEES.

<u>CODES</u>		<u>DEFINITIONS</u>
0	NOT ON AWS	EMPLOYEE HAS A STANDARD SCHEDULE WHICH CONSISTS OF 8 HOUR DAYS, 40 HOUR WEEKS AND 80 HOURS BIWEEKLY. APPLIES TO ALL FIRE PROTECTION PERSONNEL WITH 112, 120, OR 144 HOUR SCHEDULES.
1	FLEXITOUR	A FLEXIBLE SCHEDULE WHICH CONSISTS OF 8 HOUR DAYS, 40 HOUR WEEKS AND 80 HOURS BIWEEKLY. A **FIXED ARRIVAL TIME** IS ESTABLISHED FOR EACH EMPLOYEE. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.
2	GLIDING SCHEDULE	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 8 HOUR DAYS, 40 HOUR WEEKS AND 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY **ARRIVAL** AND **DEPARTURE** TIMES WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.
3	VARIABLE DAY SCHEDULE	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY **ARRIVAL** AND **DEPARTURE** TIMES AND **LENGTH OF THE WORKDAY** WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE.

ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE (Cont.)

CODES		DEFINITIONS
4	VARIABLE WEEK SCHEDULE (EMPLOYEE REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES, AND **LENGTH** OF WORKDAY AND **WORKWEEK** WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE ASSUMED BY DCPS TO HAVE BEEN AT THE EMPLOYEE'S REQUEST AND SHOULD BE REPORTED AS **CREDIT HOURS**. FLSA WILL BE COMPUTED ON A **BIWEEKLY** BASIS.
5	MAXIFLEX WORK SCHEDULE (EMPLOYEE REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY WORK LESS THAN 5 DAYS PER WEEK AND/OR LESS THAN 10 DAYS DURING THE BIWEEKLY PAY PERIOD AND VARY ARRIVAL/DEPARTURE TIMES. CORE TIME IS ONLY REQUIRED 3 DAYS A WEEK. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE ASSUMED BY DCPS TO HAVE BEEN AT THE EMPLOYEE'S REQUEST AND SHOULD BE REPORTED AS **CREDIT HOURS**. FLSA WILL BE COMPUTED ON A **BIWEEKLY** BASIS.
6	COMPRESSED WORK SCHEDULE (80 HOURS BIWEEKLY)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE HOURS IN A WEEK CAN VARY, BUT THE NUMBER OF REGULAR HOURS EACH

CODES		DEFINITIONS
		WORKDAY MUST BE SCHEDULED. THIS SCHEDULE IS ALSO KNOWN AS THE 5-4/9 PLAN. THE EMPLOYEE MAY WORK 9-HOUR DAYS DURING 8 DAYS OF THE BIWEEKLY PAY PERIOD AND AN 8-HOUR DAY ON THE 9TH DAY TO COMPLETE 80 HOURS FOR THE PAY PERIOD. THE TENTH DAY IS AN OFF-DAY. FLSA WILL BE COMPUTED ON A BIWEEKLY BASIS. (80 HOURS BIWEEKLY)
7	FIRST FORTY	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS A WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF HOURS IN A DAY CAN VARY (0-24).
8	COMPRESSED WORK SCHEDULE (40 HOURS WEEKLY)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 40 HOURS EACH WEEK AND 80 HOURS BIWEEKLY. THE NUMBER OF REGULAR HOURS EACH WORKDAY MUST BE SCHEDULED. **_FOUR-DAY WORK WEEK_** - THE AGENCY/EMPLOYEE ESTABLISHES A FIXED SCHEDULE LIMITED TO FOUR 10 HOUR DAYS. **_THREE-DAY WORKWEEK_** - A FIXED SCHEDULE LIMITED TO THREE 13 HOUR 20 MINUTE DAYS.
D	VARIABLE WORK SCHEDULE (ACTIVITY REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY VARY ARRIVAL AND DEPARTURE TIMES AND LENGTH OF **_WORKDAY_** AND **_WORKWEEK_** WITHOUT NOTIFICATION. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. ALL REGULAR HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE USED

CODES		DEFINITIONS
		IN CALCULATING THE FLSA ENTITLEMENT. IT WILL BE ASSUMED BY DCPS THAT THE ACTIVITY REQUESTED THE EMPLOYEE TO WORK GREATER THAN 40 HOURS IN A WEEK AND THE EXCESS HOURS SHOULD **NEVER** BE REPORTED AS **CREDIT HOURS**. FLSA WILL BE COMPUTED ON A WEEKLY BASIS.
E	MAXIFLEX WORK SCHEDULE (ACTIVITY REQUEST)	THE EMPLOYEE HAS A BASIC WORK REQUIREMENT OF 80 HOURS BIWEEKLY. THE EMPLOYEE MAY WORK LESS THAN 5 DAYS PER WEEK AND/OR LESS THAN 10 DAYS DURING THE BIWEEKLY PAY PERIOD, AND VARY ARRIVAL/DEPARTURE TIMES. CORE TIME IS ONLY REQUIRED 3 DAYS A WEEK. CREDIT HOURS MAY BE AUTHORIZED FOR THIS SCHEDULE. ALL REGULAR HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK WILL BE USED IN CALCULATING THE FLSA ENTITLEMENT. IT WILL BE ASSUMED BY DCPS THAT THE ACTIVITY REQUESTED THE EMPLOYEE TO WORK GREATER THAN 40 HOURS IN A WEEK AND THE EXCESS HOURS SHOULD **NEVER** BE REPORTED AS **CREDIT HOURS**. FLSA WILL BE COMPUTED ON A WEEKLY BASIS.

APPENDIX D

GLOSSARY

GLOSSARY

A

ACPERS	Army Civilian Personnel System
AWS	Alternate Work Schedule

C

CEFMS	Corps of Engineers Financial Management System
COE	Corps of Engineers
COLA	Cost of Living Allowance
COP	Continuation of Pay
CRON	Chronograph
CSR	Customer Service Representative

D

DCPS	Defense Civilian Payroll System
DCPDS	Defense Civilian Personnel Data System
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense

GLOSSARY (Cont.)

E

ENV/HAZ   Environmental/Hazardous

EOM   End of Month

F

FEGLI   Federal Employees Group Life Insurance

FLSA   Fair Labor Standards Act

I

ID   Identification

IDC   Indicator

O

OCONUS   Outside the Continental United States

OPLOC   Operating Location

OWCP   Office of Workers' Compensation Program

GLOSSARY (Cont.)

P

PLO   Payroll Liaison Officer

R

RDO   Regular Day Off

S

SDA   Source Data Automation

SES   Senior Executive Service

T

TOD   Tour of Duty

T&A   Time and Attendance

U

UIC   Unit Identification Code